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Contract Requirement Recording, Analysis, and Management

30 JULY 1962

Prepared by

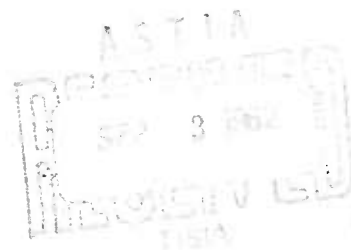
MANAGEMENT SYSTEMS DEVELOPMENT OFFICE

Prepared for DEPUTY COMMANDER AEROSPACE SYSTEMS

AIR FORCE SYSTEMS COMMAND

UNITED STATES AIR FORCE

Inglewood, California



AEROSPACE CORPORATION
CONTRACT NO. AF 04(695)-169

CONTRACT REQUIREMENT RECORDING, ANALYSIS, AND MANAGEMENT

ORIENTATION AND PRESENTATION MATERIAL

Prepared by
Management Systems Development Office

Contract No. AF 04(695)-69

July 1962

Prepared for
DEPUTY COMMANDER AEROSPACE SYSTEMS
AIR FORCE SYSTEMS COMMAND
UNITED STATES AIR FORCE
Inglewood, California

REVISION SUMMARY

REV. CODE	REV. DATE	REVISION DETAILS	REVISION ACTION	REV. CCN	REVISION APPROVAL(S)
	7/30/62		Original Issue		

ABSTRACT

An automated procurement activity management information system, "Contractual Requirements Recording, Analysis, and Management" (CRAM), has been designed to improve the planning and control of procurement activities and to appreciably reduce the workload in the individual contracting offices. CRAM is designed for uniform application within all procurement areas of the Ballistic Systems and Space Systems Divisions. The application of the CRAM system to the operation of the procurement cycle as it pertains to specific kinds of contractual instruments is described. CRAM reporting features are defined as to purpose, content and use together with illustrations.

FOREWORD

The "CRAM" Procurement Management Information System was developed for the AFSC Ballistic System Division by the Aerospace Corporation, Management Systems Development Office (MSDO), as a result of a study conducted at the request of the DCS Technical Development (BSR).

In late 1959, the DCS Sub-Systems (LBE), AMC Ballistic Missile Center, requested that MSDO investigate and institute, if feasible, both a mechanized Procurement Milestone Scheduling System and a procurement documentation control system. After an initial review of problems associated with the intricacies of procuring modern missile systems, MSDO recommended that a full-scale systems study and design project be established, the ultimate objective being the achievement of an automated procurement management information system. The proposed study was authorized 27 January 1960 by the Commander, ARDC Ballistic Missile Division (BMD), and the Commander, AMC Ballistic Missile Center (BMC); the following objectives to govern the results therefrom:

- A. Eliminate, to the maximum extent feasible, manual record keeping and report preparation by the individual buyer and in the Buying Office.
- B. Provide automated support to the Procurement Milestone System.
- C. Reduce the number of over-age (non-definitized) procurement documents.
- D. Shorten, to the maximum extent feasible, the cycle from receipt of a procurement requirement to the issuance of a definitized contract.
- E. Provide timely and accurate procurement status to all levels of Management.
- F. Provide an efficient and systematic control of procurement activities.
- G. Provide standard operating procedures applicable to all areas of procurement.

The authorized study was conducted during the 18-month period commencing 3 August 1960. The effort was concentrated in the BMC Sub-Systems Directorates and associated BMC/BMD Staff areas. Interfacing BMD

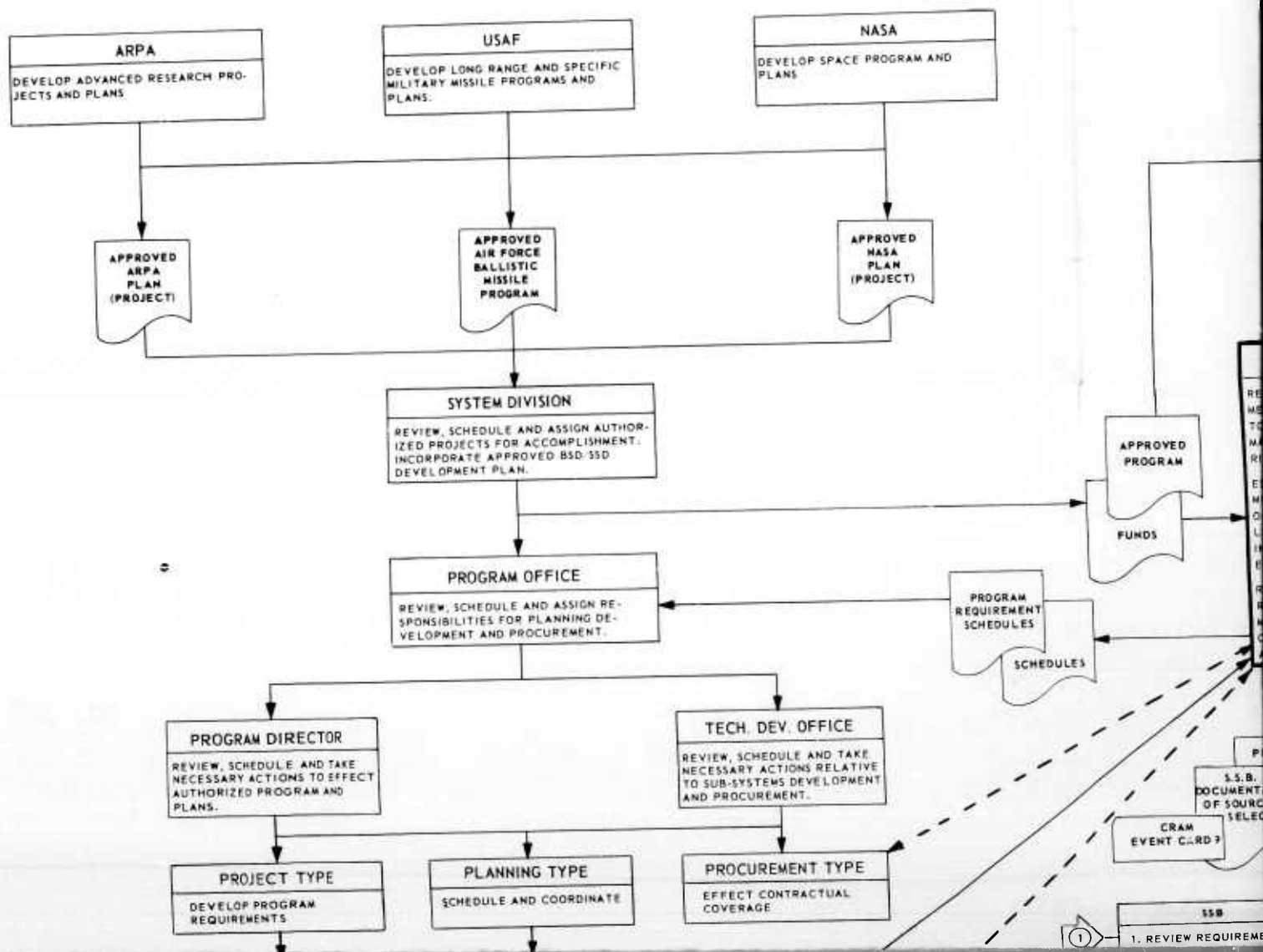
Weapon Systems Program Office technical functions were involved only to the extent that procurement activities were affected.

MSDO, in conjunction with the DCS Sub-Systems (LBE) and staff, completed the investigatory phase of the study in January 1961. The proposed CRAM Procurement Management Information System was designed and presented to BMC/BMD for approval on 27 March 1961; this system is delineated in Addendum I.

The proposed CRAM System was authorized for "pilot" installation in BSD/BSR Technical Development procurement directorates, formerly BMC/LBE Sub-Systems, commencing 1 June 1961. The pilot installation was conducted in the Propulsion Directorate and subsequently extended into all BSR procurement offices. It is expected that, upon completing the installation of the full CRAM System in BSR (30 June 1962), the objectives established for Project CRAM will be attained.

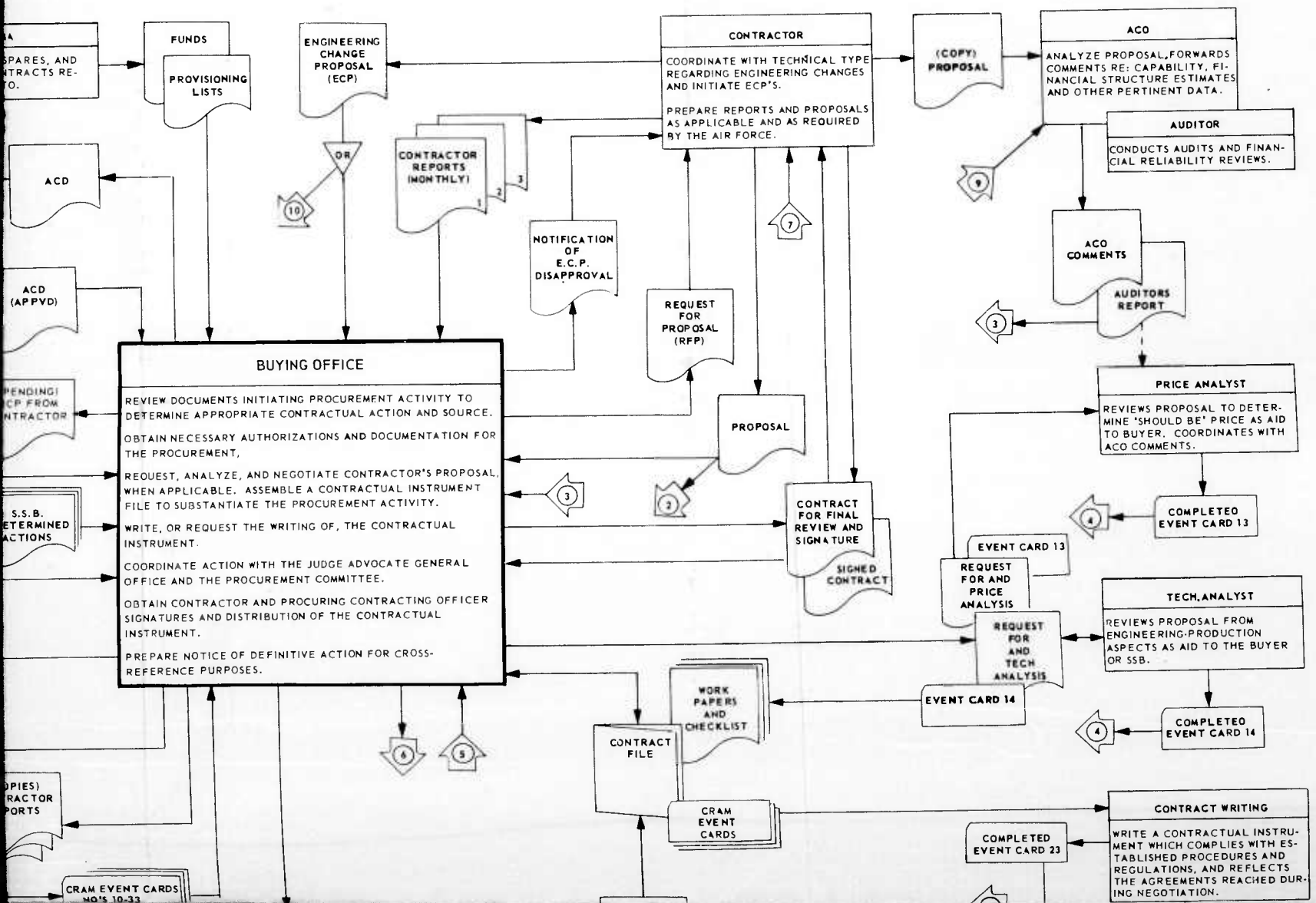
The BSD Deputy Commander for Technical Development, Directorates, Buyers, Contracting Officers and Buying Office Staffs, as well as the BSD Procurement Staff (BSK) have provided unstinting support to the CRAM Study, system development, and pilot tests. The resulting use of CRAM within this major Air Force BSD procurement activity has provided an effective test of the System and its advanced management techniques.

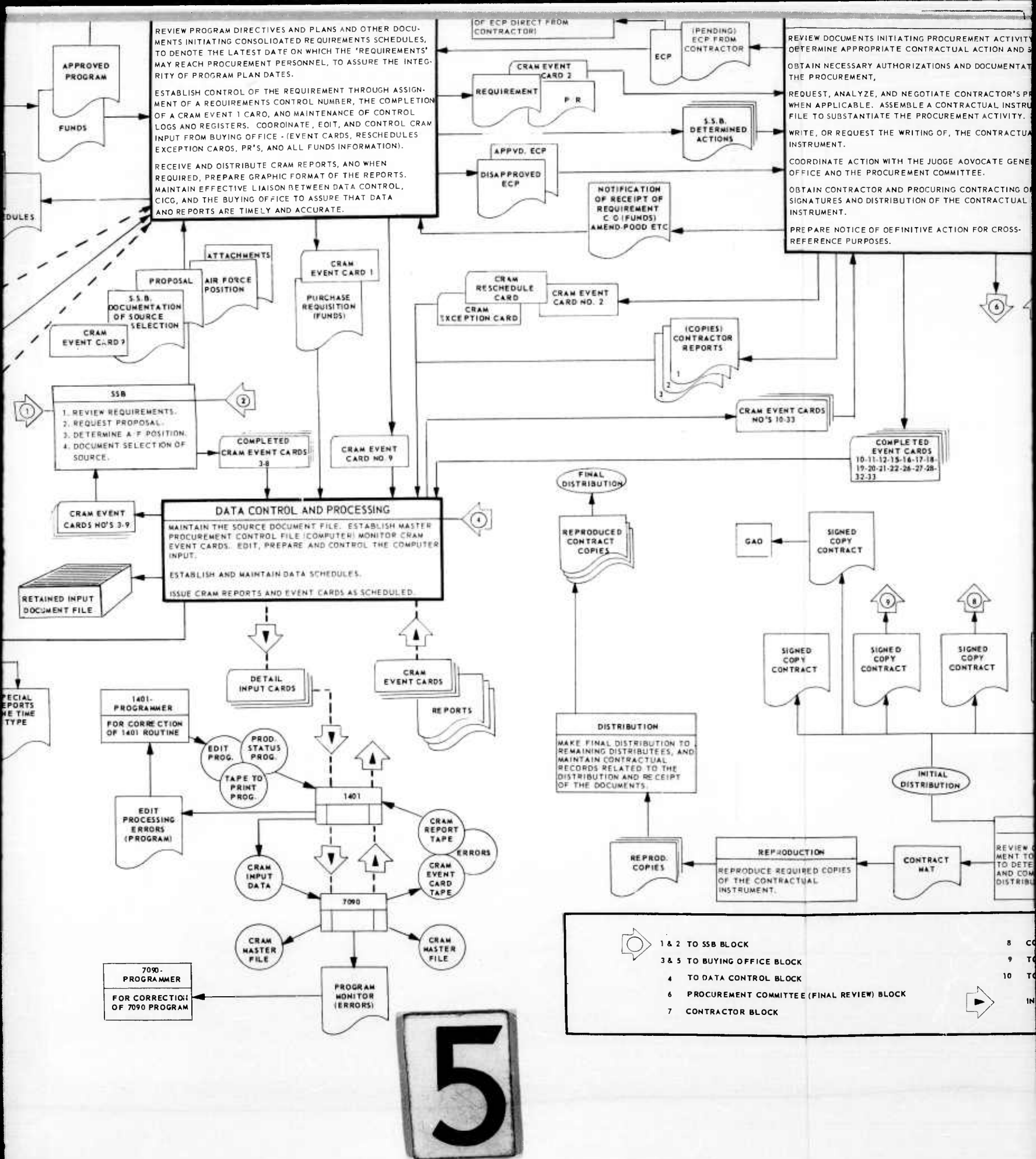
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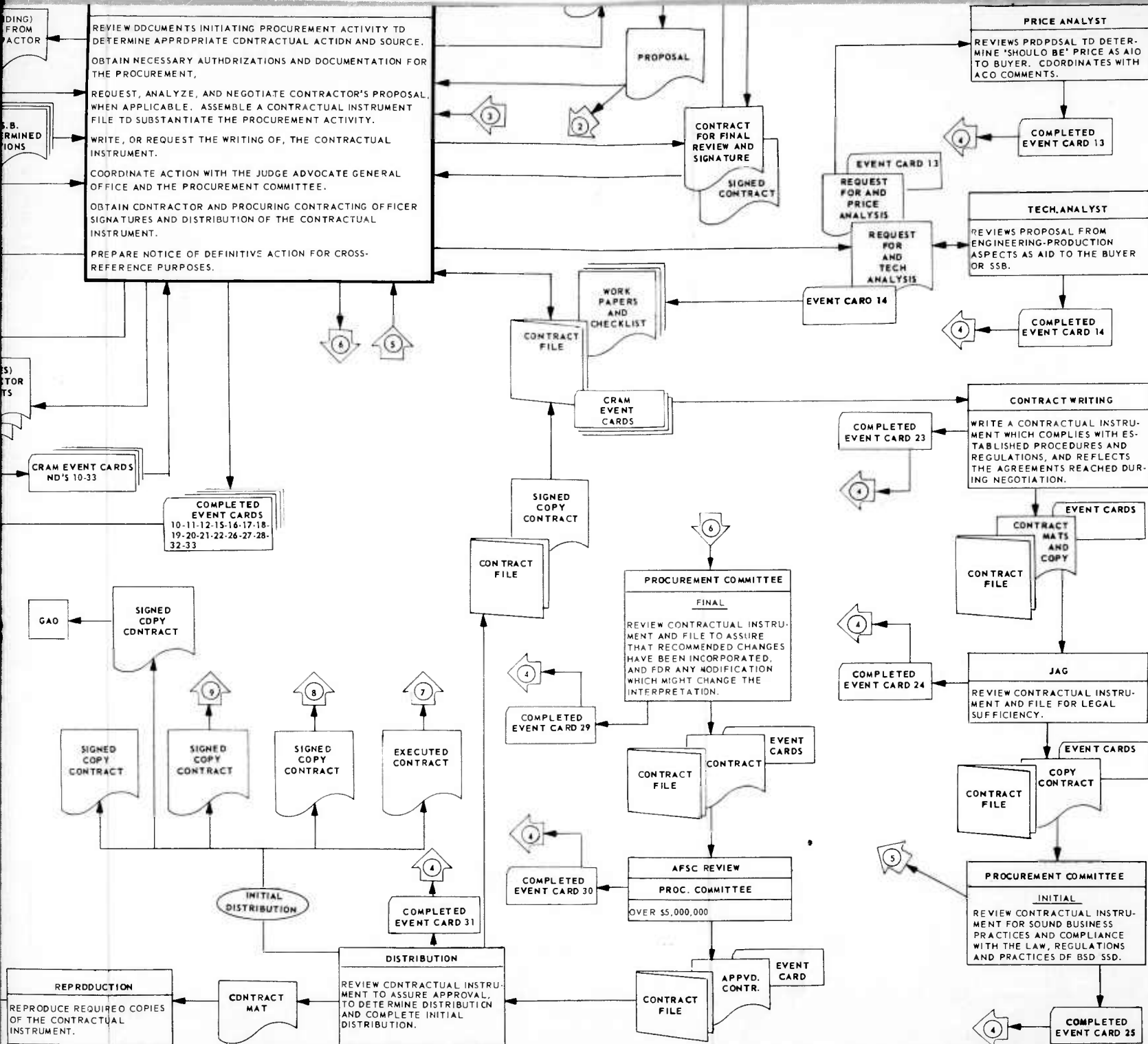


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TDR-169(3451)TR-1







B BLOCK
BUYING OFFICE BLOCK
DATA CONTROL BLOCK
PROCUREMENT COMMITTEE (FINAL REVIEW) BLOCK
CONTRACTOR BLOCK

8. COMPTROLLER BLOCK
9. TO ACO BLOCK
10. TO CCB BLOCK
INITIAL FLOW

PROCUREMENT MANAGEMENT INFORMATION SYSTEM THE CRAM SYSTEM

DEVELOPED FOR AIR FORCE BALLISTICS & SPACE SYSTEM DIVISION
BY AEROSPACE MANAGEMENT SYSTEMS DEVELOPMENT OFFICE.

Frontispiece

6

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SECTION I - INTRODUCTION TO THE CRAM SYSTEM

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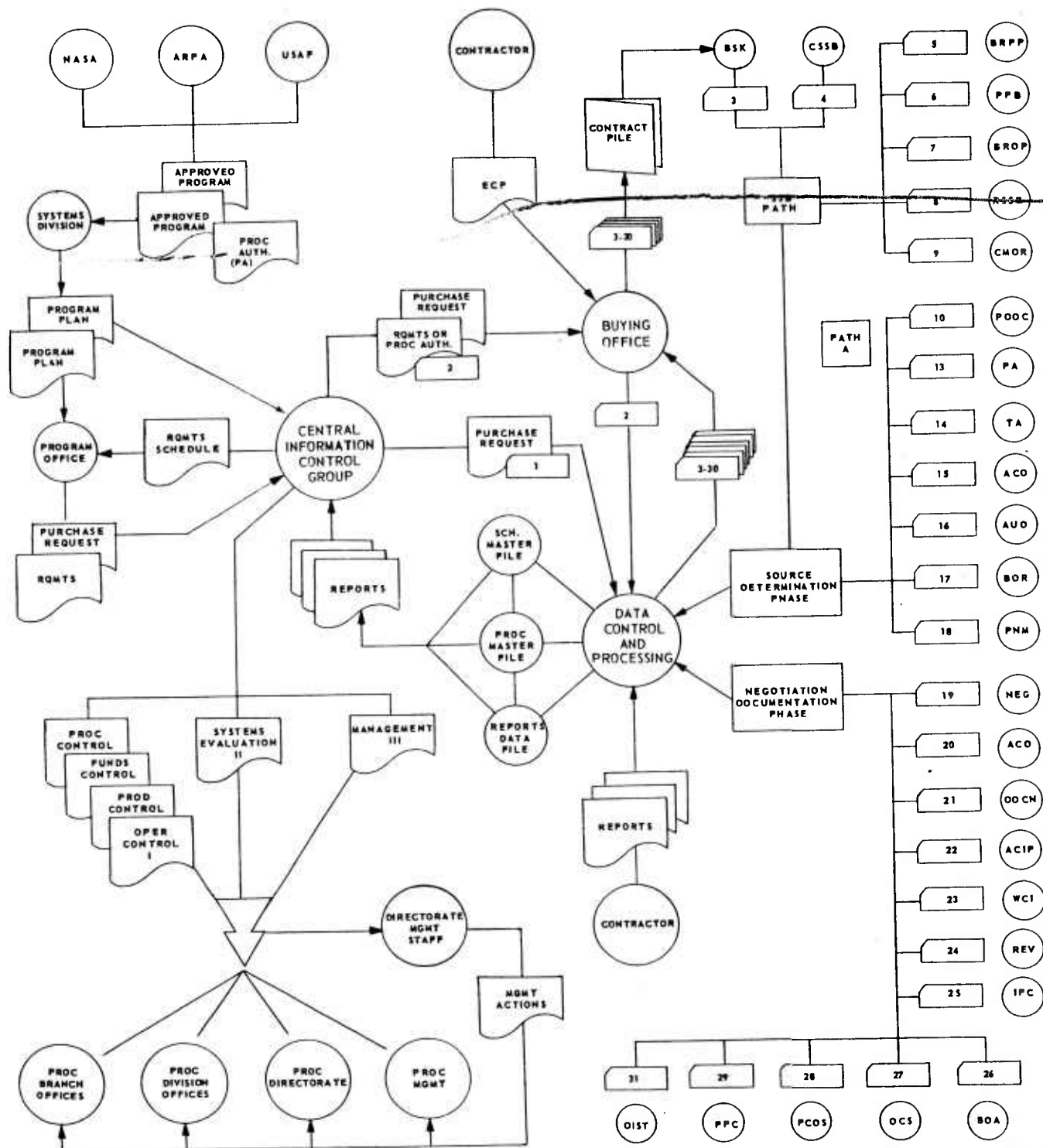
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CRAM

GENERAL SYSTEMS CHART



SECTION I - INTRODUCTION TO THE CRAM SYSTEM

Part 1 - INTRODUCTION TO CRAM

1-100

AUTOMATED PROCUREMENT ACTIVITY MANAGEMENT
INFORMATION SYSTEM

The development of modern ballistic missile and space systems in the face of today's rapidly advancing technology is a challenge to America's keenest scientific and engineering talent. The management of research and development procurement programs, particularly those affecting ballistic missile and space programs, is equally challenging. An important part of this program management is the scheduling and control of procurement activities. Effective control over the volume of procurement documents is in itself a critical problem to both the Operation (Buying) and Management levels involved in the procurement planning of ballistic missile and space systems. To improve the planning and control of procurement activities and to appreciably reduce the workload in the individual contracting offices, an automated procurement activity management information system, "Contractual Requirements Recording, Analysis, and Management" (CRAM) has been conceived, developed, and implemented (Frontispiece and Figure 1-1). CRAM is designed for uniform application within all procurement areas of the Ballistic Systems and Space Systems Divisions.

CRAM is designed to: (1) mechanically establish the buying office's procurement plan and schedule for accomplishing a contractual document; (2) monitor the plan; and (3) report the status of the procurement document from the time the contractual requirement enters the procurement office to the time the contract is completed. The System also provides for the electromechanical accomplishment

of the individual buyer's and buying office's routine clerical recording and reporting functions. Additionally, the automatic scheduling and monitoring features of the System result in the mechanical preparation of the procurement plans, delinquency reports, buying office logs, and the required higher echelon reports which pertain to contractual documents, funding status, and types of action related to them.

Standardization is the key to the CRAM System. CRAM establishes standardized procurement paths, series of events in the normal procurement cycle, for selection by the buying office to identify the type of procurement actions being planned. Each event in the applicable Procurement Path and each type of contractual document is allotted a pre-planned amount of time for completion. Deviation from the pre-planned time is immediately reflected and reported to the buying office as a potential delay. Because the System provides timely and accurate procurement status information, effective remedial actions can be taken by the Buying Office to ensure that the overall program plans are not unduly affected. Thus potential delays in procurement activities are anticipated at an early point in the procurement cycle.

To establish CRAM control data for each requirement received in the Procurement "Office," a Central Information Control Group (CICG) has been made an integral and vital part of the CRAM System. The CICG may be located at any echelon in the procurement organization, i.e. Buying Office, Branch, Division, Directorate, or Command Staff. It processes control data into the system for all of the buyers and/or buying offices associated with the echelon involved. In addition to this initial requirements data, the CICG is intended to serve as: (1) a review point for all subsequent data entering the System pertaining to the requirement; and (2) as a centralized CRAM input collection and output distribution

point within the procurement area to which it is assigned. The standard and uniform application of the CRAM concepts, techniques, and procedures is monitored by the CIGG. The CIGG is also expected to provide for gathering and preparing: the few reports required of the procurement offices which are not yet incorporated in the CRAM System; and those non-recurring (one time) reports which cannot be assembled from data normally found in the CRAM mechanized files.

The CRAM System includes the establishment or use of an existing computer-based data processing organization. It is within this function that the procurement action data are: converted into machinable formats and processed by high speed electronic data processing methods; procurement plans developed; schedules automatically monitored; delinquent events identified; reforecasting accomplished; and all CRAM reports generated, printed, collated, and bound for distribution to the CIGG(s).

The CRAM System provides the following four categories of procurement activities report: (includes listing of reports currently programmed or to be included in the system package by 1 July 1962.)

A. Operational Type (Buyer, Buying Office, Branch Level)

1. The Procurement Contractual Documentation Plan (Semi-monthly)
2. The Contractual Documentation Delinquent Events Report (Semi-monthly)
3. The Master Procurement Contractual Documentation Plan (Monthly)
4. Contract Change Notification (CCN) Record (Log) (Weekly)
5. Detail Analysis of Outstanding Letter Contracts (Weekly)

6. Detail Status of Outstanding CCN's (Monthly)
7. Procurement Activity Workload Forecast (Monthly)
8. Contract Obligation of Funds Record (Weekly)
9. Requirement Status (Semi-Monthly)

B. Management Type (Buying Office, Branch, Division, Directorate and SPO)

1. The Procurement Analysis Report (Weapon/Space System) (Monthly)
2. The Recapitulation of Status of Outstanding CCN's (N-70) (Monthly)
3. Monthly Report of Letter Contract (N-28)
4. Historical Monthly Status
5. Instrument Management Data (Monthly)

C. System Evaluation Type (Branch, Division, Directorate)

Average Elapsed Time for Event Completion (Monthly)

D. Non-Recurring Analysis Report (Branch, Division, Directorate, Staff, Plans and Programs)

Pre-determined elements of data from the CRAM Master Data File from which special one-time data requirements can be manually segregated and transcribed (on request only).

SECTION I - INTRODUCTION TO THE CRAM SYSTEM

PART 2 - THE CRAM SYSTEM IN OPERATION

1-200 INTRODUCTION

The CRAM System is a management tool specifically oriented to and operated for the buyers and buying Managers. Encompassed within this mechanized system are the features of requirement control, follow-on planning, definitization cycling and monitoring, aging of undefinitized documents, and scheduling and monitoring of the Procurement Plan. As a by-product of these activities, CRAM provides relief to the procurement offices from the routine recording, filing, and file searching for reporting: status, progress, backlog of work, workload as projected from known requirements, procurement instrument data to higher echelons, and the conventional "Black-Saturday" type data.

1-201 REQUIREMENT SCHEDULING

A prime requisite in meeting a System Program, Initial Operational Capability (IOC) and/or Ultimate Operational Capability (UOC) dates is the early availability of the procurement requirement with its supporting documents, exhibits, specifications, and funding data. Throughout the CRAM Study, it was found that the requirement often was not received in the procurement offices until it was too late in the program schedule to permit definitization of a contract. Only through the issuance of a Letter Contract could the program be scheduled contractually.

In effecting a procurement management information system and achieving the desired benefits therefrom, it was found that redefinition of the procurement cycle was required. The scope of

CRAM was broadened to include all activities from receipt of the approved program or authority to proceed with program planning and development through to completion of the actual contract(s).

Thus, the CRAM System was designed with the capability not only to schedule procurement activities within the buying offices and their associated staff support functions but also to schedule the dates on which approved procurement requirements/work statements must be in the hands of the buyer(s). This schedule provides sufficient time for the buyer to complete all definitized contractual actions and for the contractor(s) to provide the required item(s) as scheduled in the Program.

To effect the requirements scheduling, all approved programs or authorizations to proceed with the program procurement planning and development are processed through a technical review section of the Central Information Control Group (CICG) where:

1. The program data is reviewed and analyzed to determine the probable numbers and types of contract to result therefrom;
2. The procurement lead time, including contractor lead time, involved in each of the requirements is evaluated.
3. The program IOC, UOC, and/or final product requirement dates, as applicable, are determined.

The CICG prepares a CRAM System Event 1 Card to initiate requirements control for each individual procurement requirement, assigning a Requirements Control Number (RCN) designating the "UOC" date, Contractor Lead Time, and whether Source Selection Board Action is to be expected; it forwards the card to Data Control for the establishment of a schedule for each "RCN."

The Requirements Schedule includes:

1. The date the technical development of the requirement must be completed;

2. The date the approved requirement must be delivered to the procurement office;
3. The "Extrapolated Procurement Plan" for definitization of the contract which will result from the requirement.

The CRAM System further provides an alternate schedule for each requirement, indicating the dates to be used in the event the technical development of the requirement is unduly delayed and the date a Letter Contract must be issued prior to taking Definitive Action.

The Requirements Schedule is automatically monitored during each weekly CRAM updating cycle. The lack of receipt of a requirement as scheduled is identified in the Delinquent Requirements Report which is provided to each Program Director, Procurement Office, and the appropriate Procurement and Production Office.

This requirement control feature of the CRAM System is of aid to both the technical-engineering and the procurement groups in planning their individual efforts in the procurement cycle.

1-202

REQUIREMENTS CONTROL

A difficulty common to most procurement organizations is the receipt of procurement requirements that lack sufficient continuity and procurement logic to permit the buyer to proceed with the contracting functions without lengthy reviews with the originator. This problem relates itself to: (1) the arrangement of information within the statement of requirements; and (2) the fact that the originator usually states his requirements in manner peculiar to himself.

To assist in assuring that requirements are received by the buying office with sufficient information and logic to permit the buyer to proceed with a legal contractual procurement, a "Requirements Checklist" has been developed (Figure 1-2). The Requirements

BSD/SSD REQUIREMENTS CHECKLIST

DATE _____

INSTRUCTIONS: This check list must be completed for each requirement necessitating contractual action. Definitions of the major items appear on the reverse side of this form.

	NO.	DESCRIPTION	INDICATE (✓) MARK		DATE INFO. WILL BE FURNISHED
			ATTACHED	NOT APPLICABLE	
MAJOR ITEMS	1.	SCOPE			
	2.	CONTRACTOR TASK			
	3.	REPORTING REQUIREMENTS			
	4.	PLANNING REQUIREMENTS			
	5.	PERFORMANCE AND/OR DELIVERY SCHEDULE			
	6.	PLACE, METHOD AND TIME OF REQUIRED ACCEPTANCE			
	7.	GOVERNING EXHIBITS, MIL SPEC'S, O.T.'S, CONTR REPORTS AND STL/AEROSPACE DOCUMENTS			
	8.	DATE CONTRACTUAL COVERAGE REQUIRED			
	9.	SOURCE SELECTED FOR ACCOMPLISHMENT (IF DETERMINED)			
SUPPORT DATA	1.	FACILITIES, INSTALLATION, BASE OR WEAPON SYSTEM SUPPORT			
	2.	SERVICES AND/OR SUPPLIES TO BE PROVIDED BY GOVERNMENT			
	3.	TECHNICAL DIRECTION AND LIAISON			
	4.	PROGRAM FUND ALLOCATION (MULTIPLE PR'S INVOLVED)			
	5.	CONTRACTOR FURNISHED SPECIFICATIONS AND DRAWINGS			
	6.	EFFORT AND PRODUCTION LIST PROCEDURE			
	7.	ACCOMPLISHMENT OF DELIVERY			
	8.	PROGRAMS INVOLVED (OSTF, TH-1, TEST, IOC OR ETC.)			
	9.	TECHNICAL MANUAL REQUIREMENTS			
	10.	PHASE OF SPACE OR MISSILE SYSTEM INVOLVED			
	11.	INFORMATION CONCERNING SOURCE OF PROCUREMENT			
	12.	LIMITATIONS INVOLVED IN PROCUREMENT			
ATTACHMENTS	1.	NEW PR(S) OR COPY(S) OF PREVIOUSLY APPROVED PR(S)			
	2.	LIST OF APPLICABLE GOVERNING DOCUMENTS			
	3.	AFBMO EXHIBIT 58-1 REPORTS CHECKLIST			

Figure 1-2

Checklist is completed by the originator of the Work Statement/ Procurement Requirements, and is forwarded as a cover sheet to the Procurement Office.

The originator of a procurement requirement uses the Checklist to advise the procurement office(s) that an item listed hereon: (1) has been included in the work statement; (2) does not apply to this procurement; or (3) does apply to this procurement but will be provided at a designated date.

The originator also uses the Checklist as a guide for the arrangement of information in the writing of the work statement and its supporting attachments.

The use of the Requirements Checklist will improve communication and understanding between the originator and the buyer. The clarification and arrangement of the required information result in a standardization of work statement formats, obviating the need for many of the coordination meetings between the originator and buyer. This should permit earlier completion of the contractual actions involved in procurement.

1-203

PROCUREMENT ACTIVITY SCHEDULING AND MONITORING

On receipt of a Requirement/Work Statement in a procurement office, the Head of the CIGG or the Branch Chief assigns a Requirements Control Number (RCN) to the document and completes a CRAM Event 1 Card to initiate procurement documentation control (Figure 1-3). The completed Event 1 Card is forwarded to the Data Processing Unit where the electro-mechanical scheduling and control of the procurement documentation cycle is immediately initiated through the establishment of an automatic aging of the requirement.

If no further activity is taken on the specific requirement before the next regular CRAM reporting cycle, it is reported as a Delinquent Item. The Branch and/or Division Manager is thus advised that the backlog of activity exists in respect to this procurement.

The RCN of the requirement is reported on the Procurement Analysis Report indicating the Branch or CIGG in lieu of an assigned buyer.

In addition, the CRAM System provides a semi-monthly Requirement Status Report identifying all requirements that have been initiated and for which no additional procurement activities have been undertaken. The date the requirement was received, the buying office handling the procurement, the work item description applicable to this specific procurement, and the type of contractual action the buyer has determined to be applicable, are reported to buyer office management.

On completing the CRAM Event 1 Card, the CIGG forwards the requirement, its attachments, and a CRAM Event 2 Card to the designated buyer for completion of the procurement actions.

The CRAM Event 1 Card data, on receipt by the Data Processing Unit, is converted into a machinable input format and the data are entered into the CRAM Master File (magnetic tape file). These data are then monitored automatically on each "pass" of the Master File to determine schedule status and delinquencies, and forecasted completion dates are generated for all subsequent Events in the procurement path selected by the buyer.

On receipt and review of the Requirement and its attachments, the buyer commences the procurement actions; determining: (1) the type contractual action to be taken, i. e., Definitive Contract, Letter Contract, Supplemental Agreement, etc., (2) the

BUYING OFFICE	EVENT COMPLETION DATE			REQUIREMENT NUMBER	SYSTEM MISSILE/SPACE	PURCHASE REQUEST NUMBER			AMEND NUMBER
	DAY	MONTH	YEAR			CENTER	YEAR	SEQUENCE NUMBER	

ITEM OF WORK									

WHEN AVAILABLE				ECP NUMBER/DESCRIPTION OF REQUIREMENT	
CONTRACT NUMBER	INSTRUMENT KIND	INSTRUMENT NUMBER			

GRAM EVENT 1 CARD

SIGNATURE _____

INSTRUCTIONS:

1. PRINT-USE CAPITAL LETTERS
3. FILL IN ALL APPROPRIATE BLOCKS

2. LIMIT DATA TO NUMBER OF CHARACTER/DIGIT SPACES PROVIDED IN EACH BLOCK.
4. USE GRAM APPROVED ABBREVIATIONS ONLY

REMARKS: _____

AEROSPACE FORM 2300 REV. 11-61

18M J61500

BUYING OFFICE		REQUIREMENT NUMBER		SYSTEM MISSILE/SPACE		PURCHASE REQUEST NUMBER			AMEND NUMBER		
CONTRACT NUMBER		INSTRUMENT		PATH		BUYER NAME (LAST NAME ONLY)		RFD	EVENT COMPLETION		
		KIND	NUMBER	S	N				DAY	MONTH	YEAR
PATH EXCEPTIONS		CONTRACTOR NAME		DOCUMENT TYPE		PERIOD OF PERFORMANCE		PODD DOLLARS		CCN MASTER SERIAL NUMBER	
1	2					START STOP					
						MONTH YEAR MONTH YEAR					

GRAM EVENT 2 CARD

SIGNATURE _____

INSTRUCTIONS:

1. PRINT-USE CAPITAL LETTERS
3. FILL IN ALL APPROPRIATE BLOCKS

2. LIMIT DATA TO NUMBER OF CHARACTER/DIGIT SPACES PROVIDED IN EACH BLOCK.
4. USE GRAM APPROVED ABBREVIATIONS ONLY.

REMARKS: _____

AEROSPACE FORM 2307 REV. 11-61

18M J61501

EVENT NUMBER	EVENT SYMBOL	BUYING OFFICE	BUYER NAME	CONTRACT NUMBER	INSTRUMENT	PATH	ACTIVITY	REQ NUMBER
					KIND	NUMBER	S	N

EVENT COMPL. DATE			REASON FOR DELAY	EVENT DUE DATE
DAY	MONTH	YEAR		

VARIABLE DATA									
1									
2									

VARIABLE DATA MUST BE ENTERED FOR THE FOLLOWING EVENTS.
ENTER N/A WHEN NOT APPLICABLE

- 10 - ESTIMATED DOLLAR VALUE - LC,LS,AM (FIELD 1)
- 19 - NEGOTIATED DOLLARS (FIELD 1) FIXED FEE (FIELD 2)
- 20 - ACD DOLLARS (FIELD 1)
- 23 - ACD DOLLARS - CCN (FIELD 1)
- 31 - OBLIGATED DOLLARS - (FIELD 1)
- 32 - COST PROPOSAL DOLLARS - CCN (FIELD 1) ENTER NC FOR NO COST DATE OF COST PROPOSAL-DAY, MONTH, YEAR(FIELD 2)
- 33 - CONTRACT NUMBER IF DIFFERENT FROM ABOVE (FIELD 1)
INSTRUMENT KIND & NUMBER TO BE USED FOR DEFINITIVE ACTION (FIELD 2)

GRAM EVENT 3-33 CARD

SIGNATURE _____

INSTRUCTIONS:

1. PRINT - USE CAPITAL LETTERS
3. FILL IN ALL APPROPRIATE BLOCKS

2. LIMIT DATA TO NUMBER OF CHARACTER/DIGIT SPACES PROVIDED IN EACH BLOCK
4. USE GRAM APPROVED ABBREVIATIONS ONLY

REMARKS: _____

AEROSPACE FORM 2310 REV. 10-61

18M J61500

1

The System provides a rescheduling feature which permits the originally established schedule to be officially modified. The Buying Office Head, by completing and submitting a CRAM Exception/Reschedule Card to Data Processing via the CICG, can effect a Revised Procurement Plan. By so doing, the original data are removed from both the CRAM Master File and all subsequent issues of the Procurement Plan. After a rescheduling is effected, a reforecasting of probable completion dates is accomplished through use of these newly established data.

The CRAM System, after completion of the Procurement Plan, continues to monitor and report on all undefinitized documents; i. e., Amendments, CCN's and Letter Contracts, by:

1. Aging and reporting the current status of these documents
2. Recording and reporting the definitive action that is being taken
3. Cross-referencing and relating undefinitized documents to the definitive action being taken
4. Confirming that the undefinitized documents have been included in completed definitive documents, reporting any exceptions
5. Monitoring requirements for follow-on action by checking the receipt of the follow-on work statement in the buying office against the computed due dates and reporting the non-receipt of scheduled Work Statements on the Delinquency Report.

CRAM reports, as illustrated and defined in Section III, are categorized as operational, systems, and management types. It is intended that the operational reports provide relief to the individual Buyer, Buying Office, and Contracting Officer from detailed manual recording and reporting associated with schedule and status of individual procurement actions. Systems reports are provided to keep the operations-level manager apprised of fluctuations and

undue constraints occurring in the authorized plans; these tools permit him to measure his work force capacity against the known and predicted contract workload.

The CRAM management reports are a summarization of the operational and systems detail-level reports, providing to all echelons of procurement and program management timely and accurate data pertaining to their respective level of interest and responsibility. The formulation of the CRAM data files provides for furnishing certain other information on request, and as needed, by procurement offices in assembling non-recurring type reports. These data are printouts of the Master File in a static format, from which the required information can be gathered and transcribed into the one-time or non-recurring type reports by the Procurement Offices, Staff, CICG, or other cognizant personnel.

SECTION II - PROCUREMENT CYCLE SYSTEM DESCRIPTION

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SECTION II - PROCUREMENT CYCLE - SYSTEM DESCRIPTION

PART I - THE PROCUREMENT CYCLE

2-100 INTRODUCTION

The Procurement Cycle consists of the required actions undertaken to conclude a definitized contractual instrument to satisfy a ballistic missile or space system requirement. The procurement effort is directed toward furnishing the appropriate kind of contractual coverage and is composed of a Source Determination Phase and a Negotiation Documentation Phase. A phase consists of the group of actions necessary to the accomplishment of a procurement. There may be alternate groupings of actions within a phase, as a result of the difference in complexity of individual documents of the same kind.

2-101 THE PROCUREMENT PATH

The group of actions necessary to the accomplishment of a phase of effort leading to the completion of a contractual instrument is referred to, within the CRAM System, as a "Path." The number of paths relating to a kind of instrument is determined by the phase(s) of effort involved. Each path within the CRAM System has an alphabetic or alphanumeric reference by which the user may communicate in a concise fashion the plan for concluding a contractual document.

2-102 PROCUREMENT ACTIVITY

The CRAM System distinguishes procurement activity into 33 standard descriptions of actions and relates them to the individual kinds of documentation. Each of the actions making up a procurement path consists of various operations or events which must be completed in order to accomplish the action. The operations are

variable. They are determined by the associated kind of instrument. Each action noted below pertains to an individual kind of procurement documentation.

2-103 PROCUREMENT EVENTS

An action is delineated in terms of an event, evidencing the accomplishment of the action. Action status reporting in the CRAM System is accomplished by the reporting of the occurrence(s) of the specified event(s).

2-104 THE CRAM PROCUREMENT CYCLE MATRIX

The CRAM Procurement Cycle Matrix provides a summary display of procurement actions formatted in a logical sequence and assembled into standard plans or procurement paths for the accomplishment of the various kinds of contractual instrument. A schedule is established in terms of expected elapsed times for the affected actions. The accomplishment of each action is marked by the occurrence of an event to evidence its completion. The individuals responsible for providing contractual coverage of requirements select the path applicable to their planned actions from the CRAM Procurement Cycle Matrix. By means of a document and path reference, the CRAM System provides a plan and schedule singularly unique to the particular instrument involved.

The Procurement Cycle Matrix, shown in Figure 2-1:

- a. Displays the groups of actions, applicable to the accomplishment of a particular type of instrument, and establishes the CRAM System Path designation for use in maintaining control of the actions in the CRAM System.
- b. Summarizes action descriptions and relates them to the different kinds of instrument.
- c. Identifies the events evidencing completion of the actions.

- d. Specifies, for each kind of instrument, the CRAM System expected elapsed time for completing an action.

2-104.1 The symbols used in the Procurement Cycle Matrix are defined as follows:

- a. A Circle, O, enclosing a figure designates those actions which may be eliminated in specific instances.

Example: Change Order Event Numbers 10 and 20 (CRAM Procurement Cycle Matrix Reference Paths G, 8); may be eliminated when the Change Order is not for incremental funding.

- b. Parentheses, (), indicate concurrent actions which start and are carried on collaterally. Each of the concurrent actions has an individual CRAM expected elapsed time which starts at the completion of the last preceding non-concurrent action.

Example: In Negotiation Documentation Phase (CRAM Procurement Cycle Matrix Reference, Path 1) Events numbers 20 and 21 are concurrent. Upon the completion of the negotiation, Event 19: (1). An Administrative Commitment Document (Event Number 20) is prepared by the Buyer and processed through the Comptroller's Office; and (2), at the same time, a price memo is prepared by the Price Analyst, and a Memo of Negotiation is prepared by the Buyer, (Event Number 21).

- c. An asterisk, *, indicates that a CRAM expected elapsed time has not been established for the action as it relates to the particular kind of instrument, since the action may be carried on as an integrated part of another action.

Example: Contract Change Notification Event Number 20 (CRAM Procurement Cycle Matrix reference; Path N) may require an Administrative Commitment Document for a CCN written against a fully funded contract; as this action is an exception to the normal processing of CCN's, it is included as part of Event Number 23.

- d. DA the "DA" identifies those groups of action and kinds of instrument which are not definitive and which require additional procurement activity.

Example: A letter contract must be definitized in a definitive contract; an amendment may be incorporated into a definitive contract or be definitized in a Supplemental Agreement.

CRAM PROCUREMENT CYCLE MATR

SOURCE DETERMINATION PHASE	EVENT NO.	EVENT	EVENT CARD SYMBOL
SOURCE DETERMINATION PHASE	1	INITIATE PROCUREMENT DOCUMENT CONTROL.	CICG — CENTRAL INFORMATION CONTROL GROUP
	2	DETERMINE CONTRACTUAL ACTION - SOURCE.	SORS — DETERMINE CONT. ACTION - SOURCE
	3	COMPLETE REVIEW OF NEED FOR SOURCE SELECTION BOARD ACTION.	BSK — DCS PROC. & PROO. REVIEW
	4	ESTABLISH SOURCE SELECTION BOARD & WORK GROUP.	CSSB — CONVENE SOURCE SELECT. BOARD
	5	TRANSMIT SSB 'REQUEST FOR PROPOSAL.'	BRFP — BOARD REQUEST FOR PROPOSAL
	6	CONCLUDE 'PRE-PROPOSAL BRIEFING.'	PPB — PRE-PROPOSAL BRIEFING
	7	RECEIVE PROPOSALS FOR SSB.	BROP — BOARD RECEIPT OF PROPOSAL
	8	COMPLETE DOCUMENTATION OF SSB RECOMMENDATION.	RSSB — SSB RECOMMENDATION
	9	RECEIVE CMDR. APPROVAL OF SOURCE SELECTION.	CMOR — CMOR. APPROVAL OF SSB
	10	COMPLETE PRE-PROCUREMENT DOCUMENTATION.	PDOC — PROC. DOCUMENTATION
	11	TRANSMIT BUYING OFFICE 'REQUEST FOR PROPOSAL.'	RFP — REQUEST FOR PROPOSAL (B O)
	12	RECEIVE PROPOSAL IN BUYING OFFICE	ROP — RECEIPT OF PROPOSAL (B O)
	13	COMPLETE PRICE ANALYSIS.	PA — PRICE ANALYSIS
	14	COMPLETE TECHNICAL ANALYSIS.	TA — TECHNICAL ANALYSIS
	15	RECEIVE ACO COMMENTS & COST ANALYSIS IN B O.	ACO — ACO COMMENTS - COST ANALYSIS
	16	RECEIVE AUDIT REPORT IN B O.	AUD — AUDIT REPORT
	17	COMPLETE BUYING OFFICE REVIEW & PRICE COMPARISON.	BOR — B O REVIEW - PRICE COMPARE
	18	CONCLUDE PRE-NEGOTIATION MEETINGS.	PNM — PRE-NEG. MEETINGS
NEGOTIATION DOCUMENTATION PHASE	19	COMPLETE THE NEGOTIATION.	NEG — NEGOTIATION
	20	RECEIVE ADMINISTRATIVE COMMITMENT DOCUMENT.	ACD — ADMIN. COMMITMENT DOCUMENT
	21	COMPLETE DOCUMENTATION OF THE NEGOTIATION.	DOCN — DOCUMENTATION OF NEG.
	22	ASSEMBLE CONTRACTUAL INSTRUMENT FILE.	ACIF — ASSEM. CONT. INST. FILE
	23	APPROVE CONTRACTUAL INSTRUMENT (B O).	WCI — WRITE CONT. INSTRUMENT
	24	COMPLETE JAG CO-ORDINATION SHEET.	REV — REVIEW BY JAG
	25	COMPLETE CONTRACT REVIEW RECORD (PROC. COMM).	IPC — INITIAL PROC. COMM. REVIEW
	26	TRANSMIT CONT. INST. TO CONTRACTOR FOR SIGNATURE.	BOA — BUYING OFFICE ACTIONS
	27	RECEIVE SIGNED CONTRACTUAL INSTRUMENT.	OCS — OBTAIN CONTRACTOR SIGNATURE
	28	COMPLETE CONTRACTUAL INSTRUMENT (PCO)	PCOS — PCO SIGNATURE
	29	COMPLETE PROCUREMENT COMMITTEE FINAL REVIEW.	FPC — FINAL PROC. COMM. REVIEW
	30	ACKNOWLEDGE AF SYSTEM COMMAND REVIEW (B O).	AFSC — AFSC REVIEW
	31	DISTRIBUTE CONTRACTUAL INSTRUMENT.	DIST — DISTRIBUTION
	32	RECEIVE PROPOSAL OR ACKNOWLEDGMENT FROM CONTRACTOR.	ROPA — RECEIPT OF PROP. OR ACKNOWLEDGMENT
	33	DETERMINE DEFINITIVE ACTION.	NOOA — NOTICE OF DEFINITIVE ACTION

- - INDICATES AN EVENT WHICH MAY BE ELIMINATED.
 () - INDICATES CONCURRENT EVENTS. THE TIME IS SCHEDULED FROM THE PRECEDING UNBRACKETED EVENT.
 * - INDICATES EVENTS FOR WHICH THERE IS NO STANDARD TIME BUT WHICH ARE ACCOMPLISHED AS PART OF ANOTHER EVENT.
 D.A. - PROCEED WITH DEFINITIVE ACTION.

- AM - AMENDMENT TO A LC
 AS - AMENDMENT TO A LS
 CN - CONTRACT CHANGE NOTIFICATION
 CO - CHANGE ORDER
 DC - DEFINITIVE CONTRACT
 DF - DEFINITIVE FOLLOW-ON
 LC - LETTER CONTRACT



Figure 2-1

GRAM PROCUREMENT CYCLE MATRIX

	EVENT CARD SYMBOL	PATH	A	B	C	D	E	F	G	H	R	N	P	T	S	W
		INST. KIND	DC	DC	LC	LC-LS AM-AS	SA	SA	SA-CO			CN	PO	TE		DF
ACTION.	CICG — CENTRAL INFORMATION CONTROL GROUP															
	SORS — DETERMINE CONT. ACTION - SOURCE		1	2	1	1	2	1	1	1	2	2	2	1	*	0
	BSK — DCS PROC. & PROD. REVIEW														2	
	CSSB — CONVENE SOURCE SELECT. BOARD														5	
	BRFP — BOARD REQUEST FOR PROPOSAL														12	
	PPB — PRE-PROPOSAL BRIEFING														6	
	BRFP — BOARD RECEIPT OF PROPOSAL														30	
	RSSB — SSB RECOMMENDATION														11	
	CMDR — CMDR. APPROVAL OF SSB														5	
	PDOC — PROC. DOCUMENTATION		1	6	1	④	5	1	③				*			
	RFP — REQUEST FOR PROPOSAL (B O)			4			4									
	ROP — RECEIPT OF PROPOSAL (B O)			30			30									
	PA — PRICE ANALYSIS		(5)	(5)			(5)	(5)								
	TA — TECHNICAL ANALYSIS		(12)	(12)			(12)	(12)		0	(10)					
	ACO — ACO COMMENTS - COST ANALYSIS		(15)	(15)			(15)	(12)		0	(10)					
	AUD — AUDIT REPORT		(15)	(15)			(15)	(12)								
	BOR — B O REVIEW - PRICE COMPARE		2	2			2			0	(10)					
	PNM — PRE-NEG. MEETINGS		4	3			3									
OR.		PATH	1	2	3	4	5	6	7	8						
		INST. KIND	DC	DC	DC	LC-LS AM-AS	SA	SA	SA	CO						
	NEG — NEGOTIATION		17	10	7		15	4								
	ACD — ADMIN. COMMITMENT DOCUMENT		(2)	(2)	(2)	2	(2)	(2)		②		*	*			
	DOCN — DOCUMENTATION OF NEG.		(7)	(4)	(2)		(7)	(2)								
	ACIF — ASSEM. CONT. INST. FILE		2	2	2	1	2	1	①	(1)			*	*		
	WCI — WRITE CONT. INSTRUMENT		5	5	5	2	3	3	1	(1)		2	*	*	*	
	REV — REVIEW BY JAG		2	2	2	1	2	2	1	1						
	IPC — INITIAL PROC. COMM. REVIEW		4	4	3	①	3	2	1	①						
	BOA — BUYING OFFICE ACTIONS		2	2	2	1	2	2	*							0
	OCS — OBTAIN CONTRACTOR SIGNATURE		20	20	20	10	15	10	10			(7)				
	PCOS — PCO SIGNATURE		2	2	1		2	1	1	*						
	FPC — FINAL PROC. COMM. REVIEW		1	1	1	①	1	1								
	AFSC — AFSC REVIEW		15	①5			①5									
	DIST — DISTRIBUTION		3	3	1	3	3	1	1	3		*	*	*		
	ROPA — RECEIPT OF PROP. OR ACKNOWLEDGMENT											(60)		4		
	NODA — NOTICE OF DEFINITIVE ACTION					*					15	15				

AM - AMENDMENT TO A LC
AS - AMENDMENT TO A LS
CN - CONTRACT CHANGE NOTIFICATION
CO - CHANGE ORDER
DC - DEFINITIVE CONTRACT
DF - DEFINITIVE FOLLOW-ON
LC - LETTER CONTRACT

2

↓ DA ↓ DA ↓ DA ↓ DA ↓ DA ↓ DA

LS - LC DESIGNATED SA
PO - PROVISIONING ORDER OBLIGATION DOCUMENT
SA - SUPPLEMENTAL AGREEMENT
TE - TERMINATION
PATHS H & R FOR INDUSTRIAL FACILITIES USE ONLY
PATH S FOR SOURCE SELECTION BOARD ACTION ONLY

Figure 2-1

SECTION II - PROCUREMENT CYCLE - SYSTEM DESCRIPTION

PART 2 - CRAM PROCUREMENT MANAGEMENT INFORMATION SYSTEM SHEET

2-200 INTRODUCTION

The CRAM Procurement Management Information System Sheet is a Buyer's reference to facilitate the preparation and completion of CRAM Event Cards. The Procurement Cycle Matrix is illustrated (Figure 2-2) for ease in referencing the CRAM System Procurement Paths. CRAM Event Cards are depicted with an explanation of their use. The types of variable data are summarized and related to the Procurement actions. In addition, the CRAM Authorized Abbreviations are detailed to ease CRAM Event Card preparation. The CRAM Procurement Management Information System Sheet is a synopsis of the CRAM System.

CRAM EVENT CARDS

UPON RECEIPT OF A REQUIREMENT, THE CENTRAL INFORMATION CONTROL GROUP (CICG) WILL ASSIGN A REQUIREMENT CONTROL NUMBER AND PREPARE THE EVENT 1 CARD. THIS INPUT FORM INITIALLY ESTABLISHES THE CONTRACTUAL ACTION RECORD.

THE EVENT 2 CARD, REFERENCEING THE EVENT 1 CARD INFORMATION, IS FORWARDED TO THE BUYING OFFICE FOR DETERMINATION OF CONTRACTUAL ACTION, INSTRUMENT AND PATH. THE CARD IS SENT TO DATA CONTROL FOR UPDATING THE CONTRACTUAL ACTION RECORD AND FOR AUTOMATIC GENERATION OF THE EVENT 3-33 CARDS FOR THE PROCUREMENT CYCLE PATH SELECTED.

THE EVENT 3-33 CARDS, PREPRINTED WITH TOP LINE INFORMATION, ARE SENT TO THE BUYING OFFICE FOR ATTACHMENT TO THE CONTRACT FILE, AS EACH EVENT IS COMPLETED THE APPROPRIATE EVENT CARD IS SIGNED, DATED AND SENT TO DATA CONTROL.

UPON COMPLETION OF CERTAIN EVENTS THE BUYER WILL RECORD ADDITIONAL INFORMATION ON THE EVENT CARD. (SEE VARIABLE DATA REQUIREMENTS)

VARIABLE DATA REQUIREMENTS CRAM EVENT 3-33 CARD

APPLICABLE TO EVENT NUMBER	INSTRUMENT KIND	DATA RECORDED	VARIABLE DATA LINE 1 AND OR LINE 2
10	LC, LS, AM, AS	ESTIMATED DOLLAR VALUE OR NOT APPLICABLE "N/A"	LINE 1
19	DC, SA	NEGOTIATED COST	LINE 1
	DC, SA	FIXED FEE OR NOT APPLICABLE "N/A"	LINE 2
20	INSTRUMENTS REQUIRING ACD (EXCEPT CCN'S)	ADMINISTRATIVE COMMITMENT DOCUMENT DOLLARS	LINE 1
23	CCN	ADMINISTRATIVE COMMITMENT DOCUMENT OR NOT APPLICABLE ("N/A")	LINE 1
	CCN	"LC" IF CCN IS WRITTEN AGAINST A LETTER CONTRACT WHICH HAS BEEN PARTIALLY DEFINITIZED WITHIN THE SAME CONTRACT NUMBER	LINE 2
31	ALL INSTRUMENTS	OBLIGATED DOLLARS	LINE 1

SOURCE DETERMINATION PHASE

EVENT NO.	EVENT
1	INITIATE PROCUREMENT DOCUMENT CONTROL
2	DETERMINE CONTRACTUAL ACTION - SOURCE
3	COMPLETE REVIEW OF NEED FOR SOURCE SELECTION
4	ESTABLISH SOURCE SELECTION BOARD & WORKING GROUP
5	TRANSMIT SSB 'REQUEST FOR PROPOSAL'
6	CONCLUDE 'PRE-PROPOSAL BRIEFING'
7	RECEIVE PROPOSALS FOR SSB
8	COMPLETE DOCUMENTATION OF SSB RECOMMENDATION
9	RECEIVE CMOR, APPROVAL OF SOURCE SELECTION
10	COMPLETE PRE-PROCUREMENT DOCUMENTATION
11	TRANSMIT BUYING OFFICE 'REQUEST FOR PROPOSAL'
12	RECEIVE PROPOSAL IN BUYING OFFICE
13	COMPLETE PRICE ANALYSIS
14	COMPLETE TECHNICAL ANALYSIS
15	RECEIVE ACO COMMENTS & COST ANALYSIS IN BUYING OFFICE
16	RECEIVE AUDIT REPORT IN B.O.
17	COMPLETE BUYING OFFICE REVIEW & PRICE COMPARISON
18	CONCLUDE PRE-NEGOTIATION MEETINGS

NEGOTIATION DOCUMENTATION PHASE

19	COMPLETE THE NEGOTIATION
20	RECEIVE ADMINISTRATIVE COMMITMENT DOCUMENT
21	COMPLETE DOCUMENTATION OF THE NEGOTIATION
22	ASSEMBLE CONTRACTUAL INSTRUMENT FILE
23	APPROVE CONTRACTUAL INSTRUMENT (B/O)
24	COMPLETE JAG CO-ORDINATION SHEET
25	COMPLETE CONTRACT REVIEW RECORD (PROCUREMENT)
26	TRANSMIT CONT. INST. TO CONTRACTOR FOR REVIEW
27	RECEIVE SIGNED CONTRACTUAL INSTRUMENT
28	COMPLETE CONTRACTUAL INSTRUMENT (PCO)
29	COMPLETE PROCUREMENT COMMITTEE FINAL REVIEW
30	ACKNOWLEDGE AF SYSTEM COMMAND REVIEW
31	DISTRIBUTE CONTRACTUAL INSTRUMENT
32	RECEIVE PROPOSAL OR ACKNOWLEDGMENT
33	DETERMINE DEFINITIVE ACTION

- - INDICATES AN EVENT WHICH MAY BE ELIMINATED
- () - INDICATES CONCURRENT EVENTS. THE TIME IS DETERMINED FROM THE PRECEDING UNBRACKETED EVENT
- * - INDICATES EVENTS FOR WHICH THERE IS NO STATED TIME BUT WHICH ARE ACCOMPLISHED AS PART OF ANOTHER EVENT.
- D.A. - PROCEED WITH DEFINITIVE ACTION.

CRAM

PROCUREMENT MANAGEMENT INFORMATION SYSTEM

2

CRAM PROCUREMENT CYCLE MATRIX

EVENT	EVENT CARD SYMBOL	PATH																
		INST. KIND	A	B	C	D	E	F	G	H	R	N	P	T	S	W		
			DC	DC	LC	LC-LS AM-AS	SA	SA	SA-CD				CN	PO	TE		DF	
DOCUMENT CONTROL.	CICG — CENTRAL INFORMATION CONTROL GROUP																	
ACTUAL ACTION - SOURCE.	SORS — DETERMINE CONT. ACTION - SOURCE		1	2	1	1	2	1	1	1	2	2	2	1	*	0		
OF NEED FOR SOURCE SELECTION BOARD ACTION.	BSK — DCS PROC. & PROD. REVIEW														2			
SELECTION BOARD & WORK GROUP.	CSSB — CONVENE SOURCE SELECT. BOARD														5			
REQUEST FOR PROPOSAL.	BRFP — BOARD REQUEST FOR PROPOSAL														12			
PROPOSAL BRIEFING.	PPB — PRE-PROPOSAL BRIEFING														6			
LS FOR SSB.	BROP — BOARD RECEIPT OF PROPOSAL														30			
PRESENTATION OF SSB RECOMMENDATION.	RSSB — SSB RECOMMENDATION														11			
APPROVAL OF SOURCE SELECTION.	CMDR — CMDR. APPROVAL OF SSB														5			
PROCUREMENT DOCUMENTATION.	PDOC — PROC. DOCUMENTATION		1	6	1	(4)	5	1	(3)			*						
OFFICE 'REQUEST FOR PROPOSAL.	RFP — REQUEST FOR PROPOSAL (B O)			4			4											
AL IN BUYING OFFICE	ROP — RECEIPT OF PROPOSAL (B O)			30			30											
ANALYSIS.	PA — PRICE ANALYSIS		(5)	(5)			(5)	(5)										
ICAL ANALYSIS.	TA — TECHNICAL ANALYSIS		(12)	(12)			(12)	(12)		0	(10)							
MENTS & COST ANALYSIS IN B O.	ACO — ACO COMMENTS - COST ANALYSIS		(15)	(15)			(15)	(12)		0	(10)							
REPORT IN B O.	AUD — AUDIT REPORT		(15)	(15)			(15)	(12)										
G OFFICE REVIEW & PRICE COMPARISON.	BOR — B O REVIEW - PRICE COMPARE		2	2			2			0	(10)							
NEGOTIATION MEETINGS.	PNM — PRE-NEG. MEETINGS		4	3			3											
		PATH	1	2	3	4	5	6	7	8								
		INST. KIND	DC	DC	DC	LC-LS AM-AS	SA	SA	SA	CO								
NEGOTIATION.	NEG — NEGOTIATION		17	10	7		15	4		(2)		*	*					
TRATIVE COMMITMENT DOCUMENT.	ACD — ADMIN. COMMITMENT DOCUMENT		(2)	(2)	(2)	2	(2)	(2)		(2)								
ENTATION OF THE NEGOTIATION.	DOCN — DOCUMENTATION OF NEG.		(7)	4	(2)		(7)	(2)										
ACTUAL INSTRUMENT FILE.	ACIF — ASSEM. CONT. INST. FILE		2	2	2	1	2	1	(1)	(1)			*	*				
CTUAL INSTRUMENT (B O).	WCI — WRITE CONT. INSTRUMENT		5	5	5	2	3	3	1	(1)		2	*	*				
ORDINATION SHEET.	REV — REVIEW BY JAG		2	2	2	1	2	2	1	1								
ACT REVIEW RECORD (PROC. COMM).	IPC — INITIAL PROC. COMM. REVIEW		4	4	3	(1)	3	2	1	(1)								
INST. TO CONTRACTOR FOR SIGNATURE.	BOA — BUYING OFFICE ACTIONS		2	2	2	1	2	2	*									
CONTRACTUAL INSTRUMENT.	OCS — OBTAIN CONTRACTDR SIGNATURE		20	20	20	10	15	10	10			(7)				0		
ACTUAL INSTRUMENT (PCO)	PCOS — PCO SIGNATURE		2	2	1		2	1	1	*								
REMENT COMMITTEE FINAL REVIEW.	FPC — FINAL PROC. COMM. REVIEW		1	1	1	(1)	1	1										
SYSTEM COMMAND REVIEW (B O).	AFSC — AFSC REVIEW		15	(15)			(15)					*	*	*				
ACTUAL INSTRUMENT.	DIST — DISTRIBUTION		3	3	1	3	3	1	1	3		(60)		4				
AL OR ACKNOWLEDGMENT FROM CONTRACTOR.	ROPA — RECEIPT OF PROP. OR ACKNOWLEDGMENT					*					15	15						
ITIVE ACTION.	NODA — NOTICE OF DEFINITIVE ACTION																	

NT WHICH MAY BE ELIMINATED.
RENT EVENTS. THE TIME IS SCHED-
PRECEDING UNBRACKETED EVENT.
FOR WHICH THERE IS NO STANDARD
RE ACCOMPLISHED AS PART OF
FINITIVE ACTION.

AM - AMENDMENT TO A LC
AS - AMENDMENT TO A LS
CN - CONTRACT CHANGE NOTIFICATION
CO - CHANGE ORDER
DC - DEFINITIVE CONTRACT
DF - DEFINITIVE FOLLOW-ON
LC - LETTER CONTRACT

LS - LC DESIGNATED SA
PO - PROVISIONING ORDER OBLIGATION DOCUMENT
SA - SUPPLEMENTAL AGREEMENT
TE - TERMINATIONS
PATHS H & R FOR INDUSTRIAL FACILITIES USE ONLY
PATH S FOR SOURCE SELECTION BOARD ACTION ONLY

3

TION SYSTEM

GRAM AUTHORIZED ABBREVIATIONS

CONTRACTOR CODES

C	O	E	F	G	H	R	N	P	T	S	W
LC	LC-LS AM-AS	SA	SA	SA-CO			CN	PO	TE		OF
1	1	2	1	1	1	2	2	2	1	2	0
										5	
										12	
										6	
										30	
										11	
1	④	5	1	③				*		5	
		4									
		30									
		(5)	(5)								
		(12)	(12)		0	(10)					
		(15)	(12)		0	(10)					
		(15)	(12)		0	(10)					
		2									
		3									
3	4	5	6	7	8						
OC	LC-LS AM-AS	SA	SA	SA	CO						
7		15	4								
(2)	2	(2)	(2)		(2)		*	*			
(2)		(7)	(2)								
2	1	2	1	①	(1)			*	*		
5	2	3	3	1	(1)		2	*	*		
2	1	2	2	1	1						
3	①	3	2	1	①						
2	1	2	2	*							0
20	10	15	10	10			(7)				
1		2	1	1	*						
1	①	1	1								
1		(15)									
1	3	3	1	1	3		*	*	*		
	*					15	15				

CODE	CONTRACTOR	REGION	OFFICE	LOCATION
ACO	ACOUSTICA	W	CMD	LOS ANGELES, CALIF.
ACSP	AC SPARK PLUG	C	CMD	MILWAUKEE, WISC.
AOF	AERONEUTRONICS, DIVISION OF FORO	W	CMD	LOS ANGELES, CALIF.
AOL	ARTHUR O. LITTLE CO.	E	CMD	BOSTON, MASS.
AEC	ATOMIC ENERGY COMMISSION	W	CMD	OGDEN, UTAH
AIL	AIRBORNE INSTRUMENTS LABORATORY	E	CMD	NEW YORK, NEW YORK
AIS	AEROSPACE	W	SSGVM	LOS ANGELES, CALIF.
AJGA	AEROJET - GENERAL, AZUSA	W	CMD	LOS ANGELES, CALIF.
AJGD	AEROJET - GENERAL, DOWNEY	W	CMD	LOS ANGELES, CALIF.
AJGL	AEROJET - GENERAL, LIQUID DIVISION	W	AFPRO	SACRAMENTO, CALIF.
AJGS	AEROJET - GENERAL, SOLID DIVISION	W	AFPRO	SACRAMENTO, CALIF.
AMF	AMERICAN MACHINE AND FOUNDRY	E	CMD	NEW YORK, NEW YORK
APR	AIR PRODUCTS	W	CMD	LOS ANGELES, CALIF.
ARC	ATLANTIC RESEARCH CORP.	W	AFPRO	LOS ANGELES, CALIF.
ARM	ARMA	E	AFPRO	GARDEN CITY, NEW YORK
AUT	AUTONETICS	W	AFPRO	DOWNEY, CALIF.
AVC	AVCO, WILMINGTON	E	CMD	BOSTON, MASS.
AVCS	AVCO, STRATFORD	E	CMD	NEW YORK, NEW YORK
BEA	BELL AEROSYSTEMS COMPANY	E	CMD	ROCHESTER, NEW YORK
BEN	BENOIX CORPORATION	C	CMD	DETROIT, MICH.
BUL	BULOVA RESEARCH & DEVELOPMENT LAB	C	CMD	WOODSIDE, NEW YORK
BURD	BURROUGHS CORPORATION, DETROIT	C	CMD	DETROIT, MICH.
BURP	BURROUGHS CORPORATION, PHILADELPHIA	E	CMD	PHILADELPHIA, PA.
CEL	COMPONENT EVALUATION LABORATORIES	W	CMD	LOS ANGELES, CALIF.
CKE	COOK ELECTRIC COMPANY	C	CMD	CHICAGO, ILL.
CHRY	CHRYSLER	C	CMD	DETROIT, MICH.
CON	CONVAIR ASTRONAUTICS	W	AFPRO	SAN DIEGO, CALIF.
COR	COLLINS RADIO COMPANY	C	CMD	DALLAS, TEXAS
OAC	DOUGLAS AIRCRAFT CO.	W	AFPRO	SANTA MONICA, CALIF.
DRC	DEFENSE RESEARCH CORP.	W	CMD	LOS ANGELES, CALIF.
EHP	E.H. PLESSET ASSOC., INC.	W	CMD	LOS ANGELES, CALIF.
EKC	EASTMAN KODAK COMPANY	E	CMD	ROCHESTER, NEW YORK
FRE	FREBANK COMPANY	W	CMD	LOS ANGELES, CALIF.
GAT	GENERAL ATOMIC	W	CMD	LOS ANGELES, CALIF.
GCA	GEOPHYSICS CORPORATION OF AMERICA	E	CMD	BOSTON, MASS.
GOT	GENERAL DYNAMICS TELECOMPUTING	W	CMD	LOS ANGELES, CALIF.
GE B	GENERAL ELECTRIC - BURLINGTON	E	CMD	BOSTON, MASS.
GE L	GENERAL ELECTRIC - LYNCHBURG	E	AFPRO	BALTIMORE, MD
GE P	GENERAL ELECTRIC - PHILADELPHIA	E	CMD	PHILADELPHIA, PA.
GE S	GENERAL ELECTRIC - SYRACUSE	E	AFPRO	SYRACUSE, NEW YORK
GPI	GENERAL PRECISION, INC.	E	CMD	NEWARK, NEW JERSEY
HGHS	HUGHES	W	AFPRO	CULVER CITY, CALIF.
HRC	HERCULES POWDER	W	AFPRO	MAGNA, UTAH
ITTK	INTERNATIONAL TELEPHONE AND TELEGRAPH, KELLOGG DIVISION	C	CMD	CHICAGO, ILL.
LAC	LOCKHEED AIRCRAFT CORP.	W	AFPRO	SUNNYVALE, CALIF.
MAR	MARTIN COMPANY	W	AFPRO	DENVER, COLO.
MHO	MINNEAPOLIS-HONEYWELL	C	CMD	MILWAUKEE, WISC.
MIT	MASSACHUSETTS INSTITUTE OF TECHNOLOGY	E	CMD	BOSTON, MASS.
NAA	NORTH AMERICAN AVIATION	W	AFPRO	CANOGA PARK, CALIF.
NORT	NORTON	W	AFPRO	LOS ANGELES, CALIF.
ORI	OPERATIONS RESEARCH, INC.	W	CMD	LOS ANGELES, CALIF.
O M	OLIN MATHISON	E	CMD	PHILADELPHIA, PA.
PHC	PAUL HARDEMAN, INC.	W	CMD	LOS ANGELES, CALIF.
PRC	PLANNING RESEARCH, CORP.	W	CMD	LOS ANGELES, CALIF.
PST	POWER SOURCES DIVISION OF TELECOMPUTING CORP.	W	AFPRO	DENVER, COLO.
PWA	PRATT, WHITNEY AIRCRAFT	E	CMD	ORLANDO, FLA.
RADT	RAO, INC.	E	CMD	ORLANDO, FLA.
RAY	RAYTHEON CO.	E	CMD	BOSTON, MASS.
RD	ROCKETDYNE	W	AFPRO	CANOGA PARK, CALIF.
RMP	RALPH M. PARSONS	W	CMD	LOS ANGELES, CALIF.
RRU	REMINGTON RAND, UNIVAC	C	CMD	MILWAUKEE, WISC.
SPRY	SPERRY	E	AFPRO	GREAT NECK, NEW YORK
SRI	STANFORD RESEARCH INSTITUTE	W	CMD	SAN FRANCISCO, CALIF.
STL	SPACE TECHNOLOGY LABS	W	CMD	LOS ANGELES, CALIF.
TBC	THE BOEING COMPANY	W	AFPRO	SEATTLE, WASH.
THI	THIOKOL CORP.	W	AFPRO	BRIGHAM CITY, UTAH
TRWC	THOMPSON RAMO WOOLDRIDGE - CLEVELAND	C	CMD	CLEVELAND, OHIO
UEO	UNITED ELECTRODYNAMICS	W	CMD	LOS ANGELES, CALIF.
UTAH	UNIVERSITY OF UTAH	E	CMD	OGDEN, UTAH
WECO	WESTERN ELECTRIC CO. - NEW YORK	E	CMD	NEW YORK, NEW YORK
WEGA	WESTERN ELECTRIC CO. - WINSTON SALEM	E	CMD	ATLANTA, GA.
WYL	WYLE LABORATORIES	W	CMD	LOS ANGELES, CALIF.
YEC	YARONEY ELECTRIC CORP.	W	CMD	LOS ANGELES, CALIF.
KOLL	KOLLSMAN INSTRUMENT CORP.	E	CMD	NEW YORK, NEW YORK

DESIGNATED SA
 DIVISIONING ORDER OBLIGATION DOCUMENT
 SUPPLEMENTAL AGREEMENT
 TERMINATIONS
 R FOR INDUSTRIAL FACILITIES USE ONLY
 OR SOURCE SELECTION BOARD ACTION ONLY

EVENT IS COMPLETED THE APPROPRIATE EVENT CARD IS SIGNED, DATED AND SENT TO DATA CONTROL.

UPON COMPLETION OF CERTAIN EVENTS THE BUYER WILL RECORD ADDITIONAL INFORMATION ON THE EVENT CARD. (SEE VARIABLE DATA REQUIREMENTS)

VARIABLE DATA REQUIREMENTS CRAM EVENT 3-33 CARD

APPLICABLE TO EVENT NUMBER	INSTRUMENT KIND	DATA RECORDED	VARIABLE DATA LINE 1 AND OR LINE 2
10	LC, LS, AM, AS	ESTIMATED DOLLAR VALUE OR NOT APPLICABLE "N A"	LINE 1
19	DC, SA	NEGOTIATED COST	LINE 1
	DC, SA	FIXED FEE OR NOT APPLICABLE "N A"	LINE 2
20	INSTRUMENTS REQUIRING ACD (EXCEPT CCN'S)	ADMINISTRATIVE COMMITMENT DOCUMENT DOLLARS	LINE 1
23	CCN	ADMINISTRATIVE COMMITMENT DOCUMENT OR NOT APPLICABLE ("N A")	LINE 1
	CCN	"LC" IF CCN IS WRITTEN AGAINST A LETTER CONTRACT WHICH HAS BEEN PARTIALLY DEFINITIZED WITHIN THE SAME CONTRACT NUMBER	LINE 2
31	ALL INSTRUMENTS WITH THIS ACTIVITY	OBLIGATED DOLLARS	LINE 1
	AM, AS	"NEW PROC" IF AMENDMENT IS TO ACCOMPLISH A NEW PROCUREMENT	LINE 2
32	CCN	COST PROPOSAL DOLLARS, OR NO COST ("N C") OR NOT APPLICABLE ("N A"), IF CREDIT ENTER ("CR") TO THE LEFT OF THE TITLE "VARIABLE DATA"	LINE 1
	CCN	DATE, (DAY, MONTH AND YEAR) OF COST PROPOSAL	LINE 2
33	LC, LS, AM, AS, CCN, PATH R	CONTRACT NUMBER OF DEFINITIVE INSTRUMENT, IF IT IS THE SAME NUMBER AS LETTER CONTRACT DO NOT RECORD	LINE 1
	LC, LS, AM, AS, CCN, PATH R	INSTRUMENT KIND AND NUMBER	LINE 2

NEGOTIATION DOCUMENTATION PHASE

- 19 COMPLETE THE NEGOTIATION.
- 20 RECEIVE ADMINISTRATIVE COMMITMENT
- 21 COMPLETE DOCUMENTATION OF THE
- 22 ASSEMBLE CONTRACTUAL INSTRUMENT
- 23 APPROVE CONTRACTUAL INSTRUMENT
- 24 COMPLETE JAG CO-ORDINATION SHEET
- 25 COMPLETE CONTRACT REVIEW RECORD
- 26 TRANSMIT CONT. INST. TO CONTRACT
- 27 RECEIVE SIGNED CONTRACTUAL INSTRUMENT
- 28 COMPLETE CONTRACTUAL INSTRUMENT
- 29 COMPLETE PROCUREMENT COMMITTEE
- 30 ACKNOWLEDGE AF SYSTEM COMMAND
- 31 DISTRIBUTE CONTRACTUAL INSTRUMENT
- 32 RECEIVE PROPOSAL OR ACKNOWLEDGE
- 33 DETERMINE DEFINITIVE ACTION.

- - INDICATES AN EVENT WHICH MAY BE ELIMINATED
- () - INDICATES CONCURRENT EVENTS. THE EVENT IS FOLLOWED FROM THE PRECEDING UNBRACKETED EVENT
- * - INDICATES EVENTS FOR WHICH THERE IS NO TIME BUT WHICH ARE ACCOMPLISHED AT ANOTHER EVENT.
- O.A. - PROCEED WITH DEFINITIVE ACTION.

REASON FOR DELAY

CODE	PRINT OUT	REASON FOR DELAY
1	FUND APPROVAL	DELAY IN RECEIPT OF PROPOSAL
2	TOY	BUYER OR PCO ON TDY.
3	LEAVE	BUYER OR PCO ON LEAVE
4	WORKLOAD (NON-B O)	DELAY IN RECEIPT OF ANALYSIS, OR OTHER NOT
5	HIGHER AUTH APPROVAL	APPROVAL REQUIRED FOR CLAUSES, SUCH AS INDEMNITY
6	REWORK DUE TO ERROR	REWORK DUE TO ERROR IN
7	PRIORITY	PRIORITY OF EMERGENCY AS REQUESTED BY HIGH CONTRACTOR WITH NEW SUPERSEDED ORIGINAL.
8	CONTRACTOR	DELAY IN REPRODUCTION
9	REPRODUCTION	EXCESSIVE BUYER WORK
10	BUYER WORKLOAD	INADEQUATE INFORMATION
11	INADEQUATE INFO.	NEGATIVE FCR THUS SELECTED CONTRACTOR
12	NEGATIVE FCR	SMALL BUSINESS OBJECT DETERMINATIONS AND FINDINGS
13	SMALL BUSINESS PROB.	NOT AVAILABLE ON GIVE
14	O&F NOT ACCEPTABLE	EST. OF NEG.
15	EST. OF NEG.	DELAY IN ESTABLISHMENT
16	NEGOTIATION DELAY	NOT AVAILABLE ON GIVE
17	REWRITE NON B O	OF CURRENT INFORMATION ACTION DELAYING NEGOTIATION
18	RESOL. OF CONT. QUAL.	REWRITE OF CONTRACT
19	RENEGOTIATION	RESOLUTION OF CONTRACT
20	NOT TO BE USED	RENEGOTIATION REQUIRED
21	REWORK REQUIRED	REWORK REQUIRED DUE TO
22	COST PROPOSAL	COST PROPOSAL REJECTED
23	IN TRANSIT	DOCUMENTS DELAYED IN
24	INTERVENING CONT. ACT.	INTERVENING CONTRACT ISSUANCE OF A LETTER
25	WK. STATEMENT CHANGE	DELAY DUE TO REVISION
26	ENABL. CLAUSE LIMIT	DELAY DUE TO ENABLING
27	ACO NEGOTIATION	DELAY DUE TO ACO NEGOTIATION
28	WRITTEN BY B O	CONTRACTUAL INSTRUMENT
29	REWRITE BY B O	THE CONTRACT WRITING
30	WK. STATE. NOT REC'D.	BUYING OFFICE REWRITE
31	NEG. REOPENED BY PCO	WRITING (BUYER INDICATE WORK STATEMENT NOT RECORDED)
32	CLERICAL WORKLOAD	PCO DOES NOT CONCUR
33	RELOCATION TO NORTON	BACKLOG OF TYPING, FOLLOWING DISRUPTION DUE TO CHANGE

THE DEFINITIVE ACTION CARD, PRE-PRINTED WITH TOP LINE INFORMATION, IS SENT TO THE BUYING OFFICE WITH THE EVENT 3-33 CARDS FOR DEFINITIVE CONTRACTS AND SUPPLEMENTAL AGREEMENTS. THIS CARD IS COMPLETED AT THE TIME OF DISTRIBUTION OF THE DEFINITIVE INSTRUMENT TO IDENTIFY ALL CONTRACTUAL DOCUMENTS INCORPORATED WITHIN THE DEFINITIVE ACTION, AND IS SENT TO DATA CONTROL.

EXCEPTION AND RESCHEDULE CARDS ARE AVAILABLE IN THE BUYING OFFICE FOR USE AS FOLLOWS:

RESCHEDULE CARD - USED TO RESCHEDULE THE COMPLETION DATE OF AN EVENT AND ALL FOLLOWING EVENTS IN THE PROCUREMENT CYCLE PATH OF THE INSTRUMENT INVOLVED. THIS CARD REQUIRES THE SIGNATURE OF THE BRANCH CHIEF.

EXCEPTION CARD - (A) USED TO CHANGE THE NEGOTIATION DOCUMENTATION PHASE PATH. ONLY THIS NUMERIC PORTION IS USED.

(B) USED TO INDICATE THE REASON FOR DELAY FOR AN EVENT PRIOR TO THE COMPLETION OF THAT EVENT. (C) USED TO CHANGE INFORMATION PERTAINING TO THE INSTRUMENT THROUGH USE OF THE REMARKS FIELD.

4

DESIGNATED SA
VISIONING ORDER OBLIGATION DOCUMENT
PLEMENTAL AGREEMENT
MINATIONS
R FOR INDUSTRIAL FACILITIES USE ONLY
OR SOURCE SELECTION BOARD ACTION ONLY

[illegible]

EMPL	E.M. PLESSET ASSOC., INC.	W	CMD	LOS ANGELES, CALIF.
EKC	EASTMAN KODAK COMPANY	E	CMD	ROCHESTER, NEW YORK
FRE	FREBANK COMPANY	W	CMD	LOS ANGELES, CALIF.
GAT	GENERAL ATOMIC	W	CMD	LOS ANGELES, CALIF.
GCA	GEOPHYSICS CORPORATION OF AMERICA	E	CMD	BOSTON, MASS
GDT	GENERAL DYNAMICS TELECOMPUTING	W	CMD	LOS ANGELES, CALIF.
GE B	GENERAL ELECTRIC - BURLINGTON	E	CMD	BOSTON, MASS.
GE L	GENERAL ELECTRIC - LYNCHBURG	E	AFPRO	BALTIMORE, MD
GE P	GENERAL ELECTRIC - PHILADELPHIA	E	CMD	PHILADELPHIA, PA.
GE S	GENERAL ELECTRIC - SYRACUSE	E	AFPRO	SYRACUSE, NEW YORK
GPI	GENERAL PRECISION, INC.	E	CMD	NEWARK, NEW JERSEY
HGHS	HUGHES	W	AFPRO	CULVER CITY, CALIF.
HRC	HERCULES POWDER	W	AFPRO	MAGNA, UTAH
ITTK	INTERNATIONAL TELEPHONE AND TELEGRAPH, KELLOGG DIVISION	C	CMD	CHICAGO, ILL.
LAC	LOCKHEED AIRCRAFT CORP.	W	AFPRO	DUNNYYALE, CALIF.
MAR	MARTIN COMPANY	W	AFPRO	DENVER, COLO.
MHO	MINNEAPOLIS-HONEYWELL	C	CMD	MILWAUKEE, WISC.
MIT	MASSACHUSETTS INSTITUTE OF TECHNOLOGY	E	CMD	BOSTON, MASS
NAA	NORTH AMERICAN AVIATION	W	AFPRO	CANOGA PARK, CALIF.
NORT	NORTONICS	W	AFPRO	LOS ANGELES, CALIF.
ORI	OPERATIONS RESEARCH, INC.	W	CMD	LOS ANGELES, CALIF.
O M	OLIN MATHISON	E	CMD	PHILADELPHIA, PA.
PHC	PAUL HARDEMAN, INC.	W	CMD	LOS ANGELES, CALIF.
PRC	PLANNING RESEARCH, CORP.	W	CMD	LOS ANGELES, CALIF.
PST	POWER SOURCES DIVISION OF TELECOMPUTING CORP.	W	APD	DENVER, COLO.
PWA	PRATT, WHITNEY AIRCRAFT	E	CMD	ORLANDO, FLA.
RADT	RADIATION, INC.	E	CMD	ORLANDO, FLA.
RAY	RAYTHEON CO.	E	CMD	BOSTON, MASS
RD	ROCKETDYNE	W	AFPRO	CANOGA PARK, CALIF.
RMP	RALPH M. PARSONS	W	CMD	LOS ANGELES, CALIF.
RRU	REMINGTON RAND, UNIVAC	C	CMD	MILWAUKEE, WISC.
SPRY	SPERRY	E	AFPRO	GREAT NECK, NEW YORK
SRI	STANFORD RESEARCH INSTITUTE	W	CMD	SAN FRANCISCO, CALIF.
STL	SPACE TECHNOLOGY LABS	W	CMD	LOS ANGELES, CALIF.
TBC	THE BOEING COMPANY	W	AFPRO	SEATTLE, WASH.
THI	THIokol CORP.	W	AFIC	BIRMGHAM CITY, UTAH
TRWC	THOMPSON RAMO WOOLDRIDGE - CLEVELAND	C	CMD	CLEVELAND, OHIO
UTAH	UNITED ELECTRODYNAMICS	W	CMD	LOS ANGELES, CALIF
WECO	UNIVERSITY OF UTAH	W	CMD	OGDEN, UTAH
WEGA	WESTERN ELECTRIC CO. - NEW YORK	E	CMD	NEW YORK, NEW YORK
WYL	WESTERN ELECTRIC CO. - WINSTON SALEM	E	CMD	ATLANTA, GA.
YEC	WYLE LABORATORIES	W	CMD	LOS ANGELES, CALIF.
	YARDNEY ELECTRIC CORP.	W	CMD	LOS ANGELES, CALIF.
KOLL	KOLLSMAN INSTRUMENT CORP	E	CMD	NEW YORK, NEW YORK

ADVEN	ADVENT	TAMNZ	ALL WEAPON SYSTEMS
AER	AEROSPACE (649D)	THOR	THOR WEAPON SYSTEM
AERFA	AEROSPACE - AIR FORCE	THORD	THOR DELTA
AGENA	AGENA PROGRAM	THOR5	THOR FOR SPACE VEHICLE
AGENB	AGENA B	TITAN	TITAN WEAPON SYSTEM
AGEND	AGENA D (648B)	TITN1	TITAN 1 WEAPON SYSTEM
ARPA	ADVANCED RESEARCH PROJECTS AGENCY	TITN2	TITAN 2 WEAPON SYSTEM
AST	ABLE STAR	TIT2M	TITAN 2 AND 133A
ATLAS	ATLAS WEAPON SYSTEM	117M	PROGRAM 117M
ATLSP	ATLAS FOR SPACE VEHICLE	133A	WEAPON SYSTEM 133A
ATTN1	ATLAS TITAN	239A	PROGRAM 239A
B4H	B-4 HANGAR	3775	PROJECT 3775
CENTA	CENTAUR	398B	WEAPON SYSTEM 398B
GEM	GEMINI	479A	PROGRAM 479A
MERCY	MERCURY	483A	PROGRAM 483A
PENT	PENETRATION	621A	PROGRAM 621A
PJ9.4	PROJECT 9.4	622A	PROGRAM 622A
PROGS	239A AND 698AR PROGRAM	624A	PROGRAM 624A
RANGE	RANGER	698AA	PROGRAM 698AA
SATUR	SATURN	698AL	PROGRAM 698AL
STING	STELLAR INERTIAL GUIDANCE SYSTEM	698AR	PROGRAM 698AR

TYPE OF DOCUMENT		TYPE OF EFFORT	
CFFF	COST PLUS FIXED FEE	AGE	AEROSPACE GROUND EQUIPMENT
CPIF	COST PLUS INCENTIVE FEE	I&C	INSTALLATION & CHECKOUT
CR	COST REIMBURSEMENT	LLT	LONG LEAD TIME (L/C)
CRFC	COST REIMBURSEMENT, FACILITIES CONTRACT	LOG	LOGISTIC
CS	CALL SUPPLY	MGE	MAINTENANCE GROUND EQUIPMENT
FP	FIXED PRICE	MOD	MODERNIZATION
FPFR	FIXED PRICE COST REIMBURSEMENT	OGE	OPERATIONAL GROUND EQUIPMENT
FPI	FIXED PRICE INCENTIVE	PROD	PRODUCTION
FPFI	FIXED PRICE INCENTIVE FEE	R&D	RESEARCH AND DEVELOPMENT
FPR	FIXED PRICE REDETERMINABLE	S/P	SPARE PARTS
IO	INDEFINITE QUANTITY	STDY	STUDY
OC	OPEN CALL	TM	TECHNICAL MANUALS
SUPP	SUPPLY		
TM	TIME AND MATERIALS		

6

SECTION III - THE CRAM SYSTEM REPORTS

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SECTION III - THE CRAM SYSTEM REPORTS

PART 1 - REQUIREMENT SCHEDULING

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PART 2 - REQUIREMENT DELINQUENCY REPORT

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[illegible]

AEROSPACE FORM # 2443

*** CODE**

A - NEW SCHEDULE BASED ON ORIGINAL DOCUMENT

A - NEW SCHEDULE BASED ON ORIGINAL DOCUMENT
B - THOSE EVENTS WHICH HAVE BEEN COMPLETED SINCE LAST REPORT
C - THOSE EVENTS WHICH HAVE BEEN RESCHEDULED SINCE LAST REPORT

ISSUED 10-09-61

Figure 3-1

SECTION III - THE CRAM SYSTEM REPORTS

PART 3 - THE PROCUREMENT CONTRACTUAL DOCUMENTATION PLAN

3-300 PURPOSE

The Procurement Contractual Documentation Plan, illustrated in Figure 3-1, is a report of the detailed plans and schedules for accomplishing those actions necessary to complete each contractual instrument being negotiated. It provides an analysis of the status of the in-process actions, with an explanation for delays. In addition, the cumulative amount of time an instrument may be expected to anticipate or exceed its schedule date for completion is forecasted.

3-301 CONTENT

The Procurement Contractual Documentation Plan identifies for the buying office each of the contractual instruments being negotiated by contractor name, contract number, instrument kind, instrument number, and the ballistic missile or space system program to which it pertains. A detailed plan for completing the instrument is presented, listing in sequence those procurement actions which must be undertaken. A schedule is developed for the accomplishment of each action, based on a CRAM System expected elapsed time. The actual completion dates of actions are recorded, and the completion dates for the uncompleted actions are forecasted. In-process actions, as of the date of the report, are analyzed to determine "Event Status", i.e., whether or not they have exceeded the CRAM System expected elapsed time for their accomplishment and by how many working days, with the reason for delay. In addition, all actions necessary to accomplish the instrument are analyzed to determine its cumulative status, i.e., whether or not the completion of the document has or will anticipate or exceed its schedule and by how many working days.

- 3-301.1 A forecasted completion date for an action or event is developed each time: (1) a predecessor action is accomplished; or (2) an uncompleted action has a forecasted completion date that is earlier than the "as-of" date of the report. In situations (1) and (2) above, the CRAM System expected elapsed times for the remaining actions to be accomplished, are applied from the date of the last action completed. The new forecast reflects the improvement or impairment of performance. In situation (2), the as-of date of the report plus two days is substituted as the forecasted completion date of the in-process action. The completion dates of all subsequent actions are reforecasted, using the same expected elapsed times, to reflect the impairment of performance.
- 3-301.2 An in-process action is one which has not been completed and which is the immediate successor of a completed action. If the number of days between the last completed action and the forecasted completion of the in-process action exceeds the CRAM System's expected elapsed time for the latter, the net difference is termed "off standard" and the delinquency is recorded as the "Event Status" of the in-process action.
- 3-301.3 The cumulative status on the Procurement Contractual Documentation Plan identifies the cumulative number of working days that the completion of an instrument has or will anticipate(d) or exceed(ed) its schedule. It is the difference in time between the scheduled or forecasted completion and the actual completion date of the instrument.
- 3-302 USE
- The Procurement Contractual Documentation Plan provides the Buyer with a documented: (1) detailed plan and schedule for completing a contractual instrument; and (2) a forecasted schedule

which reflects the ease or difficulty previously encountered in the accomplishment of actions related to the instrument. It is the basic document for monitoring the procurement cycle as it applies to a specific instrument.

3-303

DISTRIBUTION

A Procurement Contractual Documentation Plan is prepared weekly for all definitive instruments initiated within that week and semi-monthly for all instruments being negotiated. It is distributed to the Deputy Commander for Technical Development, Directorates, Branches, Sections, Buyers, and the Central Information Control Group(s).

CONTRACTUAL DOCUMENTATION DELINQUENT EVENTS REPORT

DELINQUENT EVENTS
REFORECASTED
COMPLETION DATE: 09-28-61

AS OF DATE 09-28-61

BRANCH OFFICE	CONTRACT NUMBER	INSTRUMENT		MISSILE- SPACE SYSTEM	BUYER	EVENT NO.	EVENT DESCRIPTION	SCHEDULED COMPLETION DATE			ACTUAL COMPLETION DATE OF PREVIOUS EVENT			EVENT STATUS	REMARKS
		KIND	NUMBER					MO.	DAY	YR.	MO.	DAY	YR.		
BSRAB	04647-XXX	SA	2	CHAMP	SMITH	19	NEGOTIATION	07	10	61	07	31	61	-32	
BSRAB	04647-XXY	AM	1	CHAMP	DOE	25	PROC COMM REVIEW	08	03	61	08	25	61	-22	
BSRAB	04647-XXY	CCN	1	CHAMP	DOE	23	WRITE CONT INST	08	01	61	08	03	61	-37	
BSRAB	04647-XXY	CCN	2	CHAMP	DOE	32	RECEIPT OF PROP/ACK'W	09	15	61	06	20	61	-10	
BSRAB	04647-YYY	LC		CHAMP	JONES	27	OBTAIN CONTR SIGN	09	20	61	09	08	61	-04	
BSRAB	04647-ZZZ	CCN	10	CHAMP	DOE	33	NOTICE OF DEF ACTION	09	25	61	09	05	61	-02	
BSRAB	04647-ZZZ	DC		CHAMP	DOE	27	OBTAIN CONTR SIGN	09	15	61	08	29	61	-01	
BSRAB	04647-ZZZ	SA	1	CHAMP	DOE	21	DOCUMENT NEGOTIATION	09	22	61	09	05	61	-10	

EVENT STATUS IS THE NUMBER OF WORKING DAYS AS OF THE EVENTS REFORECASTED COMPLETION DATE
BY WHICH AN IN-PROCESS EVENT HAS EXCEEDED THE CRAM EVENT EXPECTED ELAPSED TIME.

ISSUED DATE 09-28-61

SECTION III - THE CRAM SYSTEM REPORTS

PART 4 - THE CONTRACTUAL DOCUMENTATION
DELINQUENT EVENTS REPORT

3-400

PURPOSE

The Contractual Documentation Delinquent Events Report, illustrated in Figure 3-2, is an analysis of the Procurement Contractual Documentation Plan (Section III, Part 3) for each contractual instrument being negotiated. All actions which have not been completed are analyzed. Those actions which are in the process of being completed and whose time for accomplishment exceeds the CRAM System expected elapsed time are reported on an exception basis for management action.

3-401

CONTENT

The Contractual Documentation Delinquent Events Report identifies each delinquent action for all contractual instruments being negotiated by procurement office symbol, contract number, instrument kind, instrument number, buyer's name, the ballistic missile or space system program to which it pertains, and a description of the actions. The scheduled completion date for each delinquent action is provided, together with the CRAM System expected elapsed time for its accomplishment and actual completion date of the predecessor action.

3-401.1

An in-process action is one which has not been completed and which is the immediate successor of a completed action. If the number of days between the last completed action and the as-of date of the report exceed the CRAM System expected elapsed time for the accomplishment of the in-process action, it is reported delinquent by the net difference in working days.

3-402 USE

The Contractual Documentation Delinquent Events Report identifies the areas within procurement where problems are being encountered. As an exception report, it isolates those actions which may require management assistance, if the procurement cycle for a specific instrument is to be accomplished as scheduled.

3-403 DISTRIBUTION

The Contractual Documentation Delinquent Events Report is distributed semi-monthly to the Deputy Commander for Technical Development and Directorate, Branch, and Section Managers.

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MASTER PROCUREMENT CONTRACTUAL DOCUMENTATION PLAN

BRANCH OFFICE SYMBOL BSAB

CONTRACT NUMBER	INSTRUMENT		COMPARISON RESULTS	MISSILE- SPACE SYSTEM	P A T	SCHEDULE COMPLETION DATE			POSITION		01	02	03	04	05	06	07	08	09	10	11	12
	KIND	NUMBER				MO	DAY	HR	NET	WAVE												
04694-XXX	CN	003	XYZ	CHAMP	N	12	11	61	-33	3												
04694-XXX	SA	003	ZXY	CHAMP	E6	09	28	61	18													
04694-YYY	AM	001	ZYX	CHAMP	D4	08	31	61	-9													
04694-YYY	CN	001	XYZ	CHAMP	N	11	17	61	13													

AEROSPACE FORM # 244A

EVENT SLIP
LAST EVENT COMPLETED

ISSUED 10-13-61

SECTION III - THE CRAM SYSTEM REPORTS

PART 5 - THE MASTER PROCUREMENT
CONTRACTUAL DOCUMENTATION PLAN3-500 PURPOSE

The Master Procurement Contractual Documentation Plan, illustrated in Figure 3-3, is a report of those contractual instruments being negotiated, together with the plans and schedules for their completion. It provides an analysis of the status of the in-process actions for each instrument and forecasts the cumulative amount of time an individual document may be expected to anticipate or exceed its scheduled completion.

3-501 CONTENT

The Master Procurement Contractual Documentation Plan identifies each contractual instrument being negotiated by its contract number, instrument kind, instrument number, contractor, and the ballistic missile or space system to which it pertains. A summarized plan and schedule for the accomplishment of each instrument is provided. The required procurement actions are identified with the CRAM System Event Number references and associated with their actual or forecasted completion dates. The in-process actions, as of the date of the report, are analyzed to determine whether or not they have exceeded the CRAM System expected elapsed time for their accomplishment and by how many working days. In addition all the actions for accomplishing each instrument are analyzed to determine whether or not the completion date of the instrument has or will anticipate(d) or exceed(ed) its schedule and by how many working days.

- 3-501.1 An in-process action is one which has not been completed and which is the immediate successor of a completed activity. If the number of days between the date of the last completed action and the forecasted completion date of the in-process action

exceeds the CRAM System expected elapsed time, the net difference is termed "off standard." The number of working days off-standard is reported as the net position of the in-process action.

3-501.2 The Weekly Position on the Master Procurement Contractual Documentation Plan identifies the cumulative number of working days that the completion of an instrument has or will anticipate(d) or exceed(ed) its schedule. It is the difference in time between the scheduled completion or forecasted and actual completion dates of the instrument.

3-502 USE

The Master Procurement Contractual Documentation Plan is a summary document for the analysis of contractual status and procurement workload, and in addition provides a summary in-process progress report for Managers and Supervisors.

3-503 DISTRIBUTION

The Master Procurement Contractual Documentation Plan is distributed monthly to the Deputy Commander Technical Development, System Program Offices, Directorates, and Buying Offices.

CONTRACT CHANGE NOTIFICATION RECORD

3-18

AS OF 04 28 62

CONTRACTOR XXY

CONTRACT NUMBER 04647-0287

BRANCH OFFICE SYMBOL BSRAB

CN NO.	ECP NUMBER DESCRIPTION OF REQUIREMENT	AGE OF CCN	MASTER SERIAL NUMBER	DATE CCN WRITTEN			DATE CONTRACTOR RECEIVED CCN			DATE OF COST PROPOSAL			COST PROPOSAL AMOUNT	DATE AGO COST RECEIVED			NEGOTIATED COST	DEFINITIVE ACTION INCORPORATING CCN			DATE DEFINITIVE ACTION DISTRIBUTED		
				MO	DAY	YR	MO	DAY	YR	MO	DAY	YR		NO	DAY	YR		CONTRACT NUMBER	INSTRUMENT KIND	NO	MO	DAY	YR
017	WPN WS107A-2 SM68	86	01568	02	01	60	01	15	60	06	05	61		06	20	61	CAN & S/S BY CN	20	04	27	60		
018	ADD WDT EXH 56-5C	70	01727	02	17	60	02	2	60	06	05	61		06	20	61	CAN & S/S BY CN	20	04	27	60		
019	WDT EXH 57-1 & 57-2	48	01869	03	10	60	03	18	60	06	05	61		06	20	61	CAN & S/S BY CN	20	04	27	60		
020	UPDATE EXH & ADD 4 LCS CS IOC DTD 04-22-60	558	02995	04	27	60	05	16	60	06	05	61		06	20	61		04647-0287	SA	017	11	06	61
021	FURN HDWE FOR VAFB TD60-4101 DT 4-27-60 SEE WK. ITEM DESC.	682	04704	06	15	60	06	22	60	02	15	61	\$626,060	04	17	61		04647-0287	SA	025			
022	TECH MANUAL PROG RPT IOC DTD 08-17-60 SEE WK. ITEM DESC.	598	04775	09	07	60	09	17	60	02	03	61	\$4,897	02	16	61		04647-0287	SA	025			
023	MINOR SPT STRUCT TASKS IOC DTD 09-23-60	475	00869	09	27	60	10	03	60	06	06	61	\$47,050	07	20	61	\$47,050 *	04647-0287	SA	020	01	15	62
024		195	01093	10	05	60	10	25	60								CAN & S/S BY CN	28	04	18	61		
025	ADDL EQUIPMT FOR TF2 IOC DTD 12-23-60	383	02413	12	28	60	01	10	61	06	06	61	\$90,825	07	21	61	\$90,825 *	04647-0287	SA	020	01	15	62
026	UPDATE EXHIBITS IOC DTD 01-23-61	452	06826	01	31	61	02	08	61	06	30	61	\$367,833	08	10	61							
027	COMM FROM SL TF TO OSTF IOC DTD 01-23-61	346	02888	02	03	61	02	14	61	05	09	61	\$9,405	07	06	61	\$9,405 *	04647-0287	SA	020	01	15	62
028	TF-1 CS REQUIREMENTS SUPERSEDES CN 24 IOC DTD 02-10-61	375	04356	04	18	61	04	28	61	03	15	62	\$205,811	04	02	62							
029	ADD MILL-D-50288 IOC DTD 02-16-61	149	05172	05	29	61	06	13	61	08	10	61		08	18	61		04647-0287	SA	018	10	25	61
030		278		07	20	61	07	08	61	10	30	61	\$9,799	03	12	62	\$9,799 *	04647-0287	SA	024	04	24	62

ISSUED 05/02/62

* ESTIMATED NEGOTIATED COST OF CCN
REFER TO DEFINITIVE ACTION FOR ACTUAL NEGOTIATED COST

Figure 3-4

SECTION III - THE CRAM SYSTEM REPORTS

PART 6 - CONTRACT CHANGE NOTIFICATION RECORD

3-600

PURPOSE

The Contract Change Notification (CCN) Record, illustrated in Figure 3-4, is a current record of all CCN's processed or being processed by the procurement activity as required by AFPI 54-306(e) for preparation of the "Status of Outstanding Contract Change Notifications" RCS:AFSC-N70.

3-601

CONTENT

The Contract Change Notification Record identifies each CCN issued by the assigned number, contract number, contractor, master serial number, and description of the requirement or Engineering Change Proposal (ECP) Number. The record provides, as required by DCAS AFPI Supplement No. 26, an index of the significant actions that must be accomplished before the instrument is completed, the dates of their actual accomplishment on a current basis, cost data, and the details of the finalizing definitive instrument incorporating the CCN.

3-601.1

An analysis is made to age the CCN in terms of the number of days required to definitize the requirement, that is, the difference in time between the date the CCN is written and the date the definitive instrument incorporating the CCN is distributed. If the CCN is cancelled, the age is to the date of cancellation. If the CCN has not been definitized or cancelled, the age of the CCN is to the as-of date of the record.

3-602

USE

The Contract Change Notification Record is a permanent record of all CCN activity, combined with a currently updated status report of all CCN's in the process of negotiation. It is the

detailed record upon which management reports relative to CCN status are based, and, in addition, it provides an in-process progress report to supervision and management.

3-603

DISTRIBUTION

The Contract Change Notification Record is distributed weekly to Branch and Section management.

DETAILED ANALYSIS OF OUTSTANDING LETTER CONTRACTS

**BASIC LETTER CONTRACTS
AMENDMENTS TO LETTER CONTRACTS**

REPORTING OFFICE 8SRAB
AS OF DATE 03-31-62

[illegible]

LEGEND: X - INCLUDED IN COUNT (NEW PROCUREMENT)
O - NOT INCLUDED IN COUNT (NOT NEW PROCUREMENT)
Y - TERMINATION ACTION
* - ESTIMATED COMPLETION DATE

ISSUED: 04-05-62

Figure 3-5

SECTION III - THE CRAM SYSTEM REPORTS

PART 7 - DETAIL ANALYSIS OF OUTSTANDING LETTER CONTRACTS

3-700 PURPOSE

The Detail Analysis of Outstanding Letter Contracts, illustrated in Figure 3-5, is a monthly status report of all Letter Contracts and Amendments thereto, issued and outstanding. It is an in-process progress report which provides the detailed status data as required by AFPI 54-405 for the preparation of the "Monthly Report of Letter Contracts" RCS:AFSC-N28.

3-701 CONTENT

Individual analyses are prepared for: (1) basic letter contracts and those amendments to letter contracts which do not accomplish new procurements; (2) letter contracts designated supplemental agreements (LS); (3) amendments to LS's; and (4) amendments which accomplish new procurements. Each letter contract or amendment to a letter contract, not definitized in a preceding month, is identified by its contract number, instrument kind, instrument number, and contractor. An analysis is made of letter contract fund status to determine the amount of obligated dollars; (1) as of the beginning of the month; (2) incurred by new instruments issued during the month; (3) definitized or terminated during the month; and (4) remaining to be definitized as of the date of the report. The definitive instrument incorporating, or the Notice of Termination affecting, the letter contract or amendment is detailed by contract number, instrument kind, and instrument number, and the date of its actual or forecasted distribution (noted with an asterisk), is recorded. A cumulative summary of document and fund status for the preparation of the "Monthly Report of Letter Contracts" RCS: AFSC-N28, is carried throughout the analysis.

3-701.1 An analysis is made of the age of the letter contract or amendment in terms of the number of months required to complete the definitive action. The age difference is the time between the effective date of letter contract or amendment and the as-of date of the report. If the letter contract or amendment is terminated or the definitizing instrument has been distributed, the age is not determined.

3-701.2 A Letter Contract or Amendment is included within this report until it has been completely definitized.

3-702 USE

The Detail Analysis of Outstanding Letter Contracts is a record of all letter contract and amendment actions; a report of the actual or forecasted accomplishment of definitive actions, an analysis of the status of funds, and an analysis of instrument processing status in terms of its age. The Detail Analysis of Outstanding Letter Contracts is a detailed record upon which Management reports are based, and, in addition, it provides an in-process progress report for supervision.

3-703 DISTRIBUTION

The Detail Analysis of Outstanding Letter Contracts is distributed weekly to Directorate, Branch and Section Management and the Contract Service Section of the Procurement and Production Office.

DETAIL STATUS OF OUTSTANDING CCN'S

OFFICE SYMBOL BSAB				CCN STATUS										CCN COST PROPOSAL STATUS											
AS OF 04 24 62				TOTAL				6 MO DELINQUENT				AGE OF OUTSTANDING CCN'S						NOT RECEIVED			RECEIVED				
CONTRACT NUMBER	CCN NR	MASTER SERIAL NR	CONTRACTOR SYMBOL & REGION	OC LC	ON HAND	ADDI- TIONS	DELE- TANCE	BAL- ANCE	ON HAND	ADDI- TIONS	DELE- TANCE	BAL- ANCE	D/3	3/6	4/6	6/9	9/12	12/ -	0/4	4/6	6/ -	0/1	1/2	2/6	6/ -
04647-0100	4	06388	XYZ E	LC	X			X					X						X	X					X
04647-0287	21	04704	XXYY C	LC	X			X					X						X						X
04647-0287	22	04775	XXYY C	LC	X			X					X						X						X
04647-0287	26	04826	XXYY C	LC	X			X					X						X						X
04647-0287	28	04356	XXYY C	LC	X			X					X						X						X
04647-0387	30		XXYY C	LC	X		D		X				X						X						X
04647-0389	31	01424	XY C	LC	X			X					X												X
04647-0389	33	01491	YY C	LC	X			X					X												X
04647-0468	17	02739	XYZ E	LC	X			X					X						X						X
04647-0468	21	04398	XYZ E	LC	X			X					X						X						X
04647-0468	24	05336	XYZ E	LC	X			X					X						X						X
04647-0468	27	01020	XYZ E	LC	X			X					X						X						X
04647-0468	28	01262	XYZ E	LC	X			X					X												X
04647-0468	32	02487	XYZ E	LC	X			X					X												X
04647-0468	33	03144	XYZ E	LC	X			X					X												X
04647-0468	34	03282	XYZ E	LC	X			X					X												X
04647-0468	35	03448	XYZ E	LC	X			X					X												X
04647-0468	37	05147	XYZ E	LC	X			X					X												X
04647-0468	38	05189	XYZ E	LC	X			X					X												X
04647-0468	39	05228	XYZ E	LC	X			X					X												X
04647-0468	40	05255	XYZ E	LC	X			X					X												X
04647-0468	41	06167	XYZ E	LC	X			X					X												X
04647-0468	42	06508	XYZ E	LC	X			X					X												X
04647-0468	43	06596	XYZ E	LC	X			X					X												X
04647-0468	44	06655	XYZ E	LC	X			X					X												X
04647-0468	45	06737	XYZ E	LC	X			X					X												X
04647-0527	12		XXYY C	LC	X			X					X												X
04647-0589	6	01050	XYZ E	DC	X			X					X												X
04647-0589	7	01383	XYZ E	DC	X			X					X												X
04647-0587	9	01897	XYZ E	DC	X			X					X												X
LETTER CONTRACT TOTAL				024	03	03	03	024	10	02	02	10	010	04	03	03	01	06	009	01	02	003	002	001	006
DEFINITIZED CONTRACT TOTAL				002	01	01	01	003	01	02	02	01	01	01	01	01	01	01	06	001	01	02	003	002	001
OVERALL TOTAL				026	04	03	04	027	11	02	02	11	011	05	04	04	01	06	010	02	02	003	002	001	007

* LEGEND C - CANCELED, SUPERSEDED OR TERMINATED THIS REPORTING PERIOD.
D - DEFINITIZED THIS REPORTING PERIOD.

SECTION III - THE CRAM SYSTEM REPORTS

PART 8 - DETAIL STATUS OF OUTSTANDING
CONTRACT CHANGE NOTIFICATIONS3-800 PURPOSE

The Detail Status of Outstanding Contract Change Notifications (CCN's), illustrated in Figure 3-6, is an analysis of the Contract Change Notification Record (Section III, Part 6). All CCN's in process are aged and the status of CCN Cost Proposal is analyzed as required by AFPI 57-504 for preparation of the "Status of Outstanding Contract Change Notifications" RCS: AFSC-N70.

3-801 CONTENT

The Detail Status of Outstanding Contract Change Notifications report identifies each CCN in process during the month by its contract number, assigned master serial number, contractor symbol, and contract Region. The CCN is analyzed to determine: (1) if it were written against a letter contract or a definitive contract; (2) time prior and subsequent to receipt of a cost proposal and the number of months of each such period; and (3) the age of the outstanding CCN as of the date of the report. A summary of document status at the conclusion of the analysis is for the preparation of the "Status of Outstanding Contract Change Notifications" RCS: AFSC-N70.

3-801.1 An analysis is made of the age of each in-process CCN from the date it is written to the as-of date of the report. If the CCN were definitized or cancelled during the reporting month, it is excluded from the aging. Each in-process CCN is analyzed to determine the cost proposal status. If the cost proposal has not been received, it is aged from the date the CCN was written to the as-of date of the report; if the cost proposal has been received, it is aged from the date of receipt to the as-of date of the report.

3-802 USE

The Detail Status of Outstanding CCN's Report provides management with a detailed analysis of all CCN's in process and is the data source for the preparation of the "Recapitulation of Status of Outstanding Contract Change Notifications" (Section III, Part 13) which satisfies the requirements of AFPI 57-504, "Status of Outstanding Contract Change Notifications" RCS: AFSC-N70.

3-803 DISTRIBUTION

The Detail Status of Outstanding CCN's Report is distributed monthly to Directorate, Branch, and Section Management and to the Contract Service Section of the Procurement and Production Offices.

PROCUREMENT ACTIVITY WORKLOAD FORECAST

OFFICE BSRAB

AS OF 31 JULY 62

DESCRIPTION OF ACTIVITY	EVENTS COMPLETED LAST THREE MONTHS						TOTAL ELAPSED TIMES - THREE MONTHS			AVER FOR ONE MONTH	EVENTS FORECASTED FOR COMPLETION NEXT MONTH						EVENTS FORECASTED FOR COMPLETION SECOND MONTH								
	OC	SA	LC/LS	AM/AS	CO	CCN	STO	ACTUAL	OVS		STO	LC/LS	AM/AS	CO	CCN	OVS	FORECASTED STD.	OC	SA	LC/LS	AM/AS	CO	CCN	OVS	FORECASTED STD.
BUYING OFFICE:																									
10 PROC DOCUMENTATION	1	2		1	2		20	18	90	6.7		1	3					16							
11 REG FOR PROPOSAL B/O							4	6	150	1.3		2	2					8							2
17 B/O REVIEW	1						2	3	150	.7		2	2					4							3
18 PRE-NEG MEETINGS	1						3	3	100	1.0		2	2					6							14
19 NEGOTIATION	1						10	12	120	3.3		3	3					12							2
20 ADM COMM DOCUMENT				1	2		6	3	50	2.0		3	3					6							2
21 DOCUMENTATION OF NEG				1			1	3	300	.3		3	3					6							2
22 ASSEM CONT INST FILE		5			2		12	9	75	4.0		3						6							2
23 WRITE CONT INST						64	128	147	115	42.7							12	24							2
26 B/O ACTIONS		2		1			5	3	60	1.7		3						6							2
28 PCO SIGNATURE	1	2		1		27	6	6	100	2.0		4					18	4							135
33 NOTICE DEFINITIVE ACTION							405	453	112	135.0								27.5							162
PRICE ANALYST							602	666	111	200.7								367							
13 PRICE ANALYSIS		1					5	6	120	1.7		1	4					5							
TECH ANALYST																									
14 TECHNICAL ANALYSIS		1					12	12	100	4.0				4				4							12
CONTRACT WRITING																									
23 WRITE CONT INST		5		1	2		19	27	142	6.3		2						6							3
PROCUREMENT COMMITTEE																									
25 PROC COMM REVIEW		4					12	15	125	4.0		2						4							4
29 FINAL PROC COMM REV		2					2	3	150	.7		2						2							2
JUDGE ADVOCATE							14	18	129	4.7								6							6
24 JAG REVIEW		7		1	2		17	21	123	5.7		4						8							2
CONTRACTOR																									
12 RCPT OF PROPOSAL B/O		1					30	33	110	10.0		1	2					90							12
15 ACC QNTS - COST ANAL		1					15	15	100	5.0		4						48							12
16 AUDIT REPORT		1					15	15	100	5.0		4						48							12
27 OBTAIN CONT SIGN	1	2		1		64	508	492	97	169.3		4						124							20
32 RCPT OF PROP/ACKW						27	1620	1653	102	540.0							30	1800							1200
AFSC							2188	2208	101	729.3								2110							1244
30 AFSC REVIEW		1					15	15	100	5.0															
DISTRIBUTION																									
31 DISTRIBUTION		2		1	2		11	12	109	3.7		4						12							6

A. STANDARD DAYS AN ACCUMULATION OF THE EX-PECTED ELAPSED TIMES FOR COMPLETING AN EVENT.

C. % OF STANDARD ACTUAL DAYS + STANDARD DAYS

D. AVERAGE STANDARD DAYS STANDARD DAYS ÷ 3

COMPARISON OF AVERAGE STANDARD DAYS FOR ONE MONTH WITH THE FORECASTED STANDARD INDICATES WORKLOAD TREND.

B. ACTUAL DAYS AN ACCUMULATION OF THE ACTUAL TIME SPENT TO COMPLETE AN EVENT (A. ABOVE)

APPLICATION OF PERCENT OF STANDARD TO FORECASTED STANDARD INDICATES THE OPERATING EFFICIENCY TO BE EXPECTED.

SECTION III - THE CRAM SYSTEM REPORTS

PART 9 - PROCUREMENT ACTIVITY WORKLOAD FORECAST

3-900 PURPOSE

The Procurement Activity Workload Forecast, illustrated in Figure 3-7, is an analysis and summary of the number of times an action is forecasted to be accomplished within the two month period following the as-of date of the report. The report provides a forecast of action workloads, together with an index of previous experience with the actions for purposes of evaluating the capability of the procurement activity to satisfy the performance requirement.

3-901 CONTENT

The Procurement Activity Workload Forecast categorizes the thirty-three CRAM standard procurement actions by organizational responsibility. The number of documents processed by each activity for the three months preceding the report are analyzed and distributed by instrument kind. The standard time and the actual time for processing these documents by an activity is recorded and an off-standard percentage factor calculated for each action. A two-month forecast by action is made of the numbers and kinds of instrument to be processed, and the cumulative standard time to be expended is computed.

3-901.1 The standard time is calculated by multiplying the CRAM System expected elapsed time, as it relates to a specific kind of instrument, by the number of times the action was reported as completed. The actual time is the difference in time between the date of completion of the immediate non-concurrent predecessor action and the completion date of the action as reported by the activity being analyzed. This time is accumulated for the reporting period whenever the action is accomplished.

3-901.2 The monthly average standard time is the cumulative total of the CRAM System expected elapsed times for the three month period divided by three.

3-902 USE

The Procurement Activity Workload Forecast enables Management to arrange action schedules, determine manpower requirements, and assess the overall probability of meeting the procurement plan schedules. Comparison of the three month average standard time with the forecasted standard time will indicate the workload trend. Application of the off-standard percentage to the forecasted standard action time will index actual requirements.

3-903 DISTRIBUTION

The Procurement Activity Workload Forecast Report is distributed monthly to the Deputy Commander for Technical Development, Directorate and Branch Management, and all other organizations participating in the procurement cycle.

SECTION III - THE CRAM SYSTEM REPORTS
PART 10 - CONTRACT OBLIGATION OF FUNDS RECORD

3-1000 PURPOSE

The Contract Obligation of Funds Record, illustrated in Figure 3-8, provides procurement operating personnel and management with the current status of funds by contract, contractor, and/or system program. A detailed analysis is made by instrument kind and type of obligation. Each contract's fund situation is summarized to arrive at a net position for the determination of overall status.

3-1001 CONTENT

The Contract Obligation of Funds Record identifies every instrument (excluding contract change notifications) related to a contract number, the date each became effective, and the item of work covered. Where applicable, the total negotiated amount is analyzed together with the amount of obligated funds definitized by the instrument. Funds obligated by non-definitive instruments are analyzed by kind, and their current status is reported by referencing their ultimate definitization by amount and instrument. Each contract's fund status is summarized at the conclusion of the detailed analysis, providing total amounts of negotiated, definitized, and undefinitized obligations.

3-1002 USE

The Contract Obligation of Funds Record provides the buyer and procurement management with a summary control document for monitoring the accomplishment of all instruments pertaining to a contract and for the status of definitive actions and funding. It is a tool for evaluating procurement progress and the contract's, contractor's, and system program office's fund status.

3-1003 DISTRIBUTION

The Contract Obligation of Funds Record is distributed weekly to Directorate and to Branch and Section Management.

REQUIREMENT STATUS

AS OF: 5-01-62

BUYING OFFICE	REQUIREMENT NUMBER	EVENT COMPLETION DATE	SYSTEM	WORK ITEM DESCRIPTION
BSRAB	B0641	4-06-62	TITN2	FOLLOW ON PRODUCT IGS
BSRAB	B0642	1-13-62	TITN2	RFP 04 694 62 282 REPAIR OF TRAINERS
BSRAB	B0643	2-14-62	TITN2	RFP 04 694 62 190 ADDITIONAL IRSS KITS
BSRAB	9835	1-08-62	TITN1	605C FUNCTIONAL DEMO
BSRAB	9836	1-08-62	TITN1	605C FUNCTIONAL DEMO
BSRAB	9837	1-08-62	TITN1	RRU HANDOVER
BSRAB	9838	1-08-62	TITN1	EXTEND COMP 2 3 30 JUN 62
BSRAB	9939	1-08-62	DSCVR	TRAJECTORY LIBRARY RRU
BSRAB	9940	1-08-62	TITN1	TRAJECTORY LIBRARY 4 MORE
BSRAB	9957	1-22-62	TITN2	FOLLOW ON PROD
BSRAB	9964	1-17-62	THORS	ADDITIONAL LAUNCH RRU
BSRAB	10878	2-21-62	TITN2	IRSS KITS

SECTION III - THE CRAM SYSTEM REPORTS

PART 11 - REQUIREMENT STATUS REPORT

3-1100 PURPOSE

The Requirement Status Report, illustrated in Figure 3-9, is an exception report based upon an analysis of all requirements submitted. It determines those requirements for which contractual action has not been initiated.

3-1101 CONTENT

The Requirement Status Report identifies each requirement, for which contractual action has not been initiated, by the originating buying office, requirement number, date the requirement was established, its work item description, and the ballistic missile or space system program to which it pertains.

3-1102 USE

The Requirement Status Report establishes for management the status of those requirements for which timely contractual action has not been initiated.

3-1103 DISTRIBUTION

The Requirement Status Report is distributed semi-monthly to Branch and Section management.

PROCUREMENT ANALYSIS REPORT

SYSTEM PROGRAM DIRECTOR: BST										AS OF: 10-31-61 ISSUED: 11-03-61	
WEAPON SYSTEM	CONTR. NUMBER	CONTRACT NUMBER	INSTRUMENT		OBLIGATED DOLLARS	SCHEDULE CONDITION		NET POS.	COMPONENT	REMARKS	
			KIND	NUMBER		ORIGINAL	ACTUAL / FORECAST				
CHAMP	ABC	04647-XXX	DC		X,000,000	10-19-61	10-31-61	-8	PROPULSION	INSTRUMENT COMPLETED	
CHAMP	ABC	04647-XXX	SA	1	X00,000	11-20-61	11-24-61	-4	PROPULSION		
CHAMP	ABC	04647-XXX	SA	2		12-15-61	12-13-61	2	PROPULSION		
CHAMP	BCD	04647-XXY	DC		X00,000	09-15-61	09-18-61	-1	COMMUNICATIONS	INSTRUMENT COMPLETED	
CHAMP	BCO	04647-XXY	SA	1		10-02-61	11-02-61	-23	COMMUNICATIONS		
CHAMP	COE	04647-XXY	L/C		X,000,000	10-10-61	11-02-61	-17	GUIDANCE		
CHAMP	DEF	04647-XXY	AM	10		12-18-61	12-20-61	-2	GUIDANCE		
CHAMP	XYZ	04647-XXX	DC		X00,000	10-20-61	10-25-61	-3	R/E VEHICLE	INSTRUMENT COMPLETED	
CHAMP	XYZ	04647-XXX	SA	1	X00,000	10-31-61	10-31-61		R/E VEHICLE	INSTRUMENT COMPLETED	
CHAMP	YZZ	04647-XXX	DC		X0,000,000	07-10-61	01-03-61	5	AIRFRAME	INSTRUMENT COMPLETED	
CHAMP	YZZ	04647-XXZ	DC		X0,000,000	08-15-61	08-16-61	-1	AIRFRAME	INSTRUMENT COMPLETED	
					X0,000,000					1 TOTAL OVERAGE LC	
					X00,000					6 TOTAL OVERAGE CCN	
										TOTAL OBLIGATED DOLLARS	
										TOTAL EST CCN DOLLARS	

SECTION III - THE CRAM SYSTEM REPORTS

PART 12 - THE PROCUREMENT ANALYSIS REPORT

3-1200 PURPOSE

The Procurement Analysis Report, illustrated in Figure 3-10, is an analysis of the contractual status of a ballistic missile or space system program. It summarizes all the contractual instruments initiated for a program, their actual or forecasted completion dates, and the funds obligated.

3-1201 CONTENT

The Procurement Analysis Report identifies each contractual instrument initiated for a ballistic missile or space system program, whether or not completed, by the contractor, contract number, instrument kind, instrument number, and the sub-system to which it pertains. The schedule and actual or forecasted completion dates for each instrument are provided, together with an analysis of whether or not the accomplishment of the instrument has, in the case of completed documentation, or will, in the case of in-process documentation, anticipate(d) or exceed(ed) its schedule and by how many working days. If an instrument is completed, a notation is made showing the funds obligated by the document. Total funds obligated and estimated CCN dollars to be negotiated are summarized at the conclusion of the report, together with an analysis of the number of letter contracts and CCN's that are over age within the report.

- 3-1201.1 The net position on the Procurement Analysis Report identifies the cumulative number of working days that the completion of an instrument has or will anticipate(d) or exceed(ed) its schedule. It is the difference in time between the schedule and the actual or forecasted completion dates for the instrument.

3-1202 USE

The Procurement Analysis Report is a summary document for the analysis of procurement activity status in effecting contractual coverage for a ballistic missile or space system program. In addition, it provides funds status as to the dollars actually obligated and the estimated dollars of contract change notifications which may become obligated for the program.

3-1203 DISTRIBUTION

The Procurement Analysis Report is distributed monthly to Ballistic Missile and Space System Program Offices.

RECAPITULATION OF STATUS OF OUTSTANDING CONTRACT CHANGE NOTIFICATION

OFFICE SYMBOL: BSRAB
REPORTING ACTIVITY

REPORTS CONTROL SYMBOL: AFSC-N70
DATE MONTH ENDING: 24 APRIL 1962

PART 1	GENERAL STATUS OF CCN'S	APPLICABLE TO		TOTAL	DELINQUENT	
		DEFINITIVE CONTRACTS	LETTER CONTRACTS		OVER 4 MOS.	OVER 6 MOS.
1. ON HAND AT END OF PREVIOUS REPORTING PERIOD		2	24	26		11
2. NEW CCN'S AUTHORIZED THIS REPORT PERIOD		1	3	4		2
A. NEW CCN'S BECOMING OVERAGE THIS REPORT PERIOD						
3. DEFINITIZED CANCELED AMENDED CCN'S THIS REPORT PERIOD		2	3	3		2
4. ON HAND AT END OF REPORTING PERIOD		3	24	27		11
	AGE OF OUTSTANDING CCN'S					
A.	0 TO 3 MONTHS	1	10	11		
B.	3 TO 6 MONTHS	1	4	5		
C.	6 TO 9 MONTHS	1	3	4		
D.	9 TO 12 MONTHS		1	1		
E.	OVER 12 MONTHS		6	6		
F.	4 TO 6 MONTHS	1	3	4		
PART 2	STATUS OF UNDEFINITIZED CCN'S					
S. COST QUOTATIONS BEING OBTAINED AND NEGOTIATED BY THE ACO						
A. EASTERN		2		2	1	
B. CENTRAL						
C. WESTERN						
6. COST QUOTATIONS RECEIVED BY BUYING ACTIVITY FOR DEFINITIZATION		1		1		1
7. OUTSTANDING AS CHANGES TO UNDEFINITIZED LETTER CONTRACTS			24	24		10
	CCN COST PROPOSAL STATUS					
	RECEIVED 0 TO 1 MONTHS AGO		3	3		
	RECEIVED 1 TO 2 MONTHS AGO		2	2		
	TOTAL LESS THAN 2 MONTHS	1	5	6		
	TOTAL MORE THAN 2 MONTHS		7	8		

SECTION III - THE CRAM SYSTEM REPORTS

PART 13 - THE RECAPITULATION OF STATUS OF
OUTSTANDING CONTRACT CHANGE NOTIFICATIONS3-1300 PURPOSE

The Recapitulation of Status of Outstanding Contract Change Notifications (CCN's), illustrated in Figure 3-11, is an analysis and summarization of the "Detail Status of Outstanding CCN's" (Section III, Part 8), which satisfies the reporting requirements of AFPI 57-500 "Status of Outstanding Contract Change Notifications" RCS: AFSC N70. In addition, this report satisfies internal procurement management requirements for a summary CCN status report.

3-1301 CONTENT

The Recapitulation of Status of Outstanding Contract Change Notifications is accomplished at the section level and is consolidated at each succeeding higher echelon of management. It provides: (1) a numerical analysis of the number of CCN's and Cost Proposals in process and completed in the current reporting period; (2) a distribution by type of basic document the CCN's are written against, definitive contract or letter contract; (3) an aging of the CCN's and Cost Proposals; and (4) an analysis of Cost Proposals by Contract Region.

3-1302 USE

The Recapitulation of Status of Outstanding CCN's is consolidated at Division level to prepare the "Status of Outstanding Change Notifications" report. It serves as a CCN status report at the Directorate and Branch echelons of management.

3-1303 DISTRIBUTION

The Recapitulation of Status of Outstanding CCN's is distributed monthly to the Deputy Commander for Technical Development, Directorate and Branch management, and the Contract Service Section of the Procurement and Production Office.

MONTHLY REPORT OF LETTER CONTRACTS

REPORTS CONTROL SYMBOL:
AFSC N-28MONTH ENDING:
31 MARCH 1962BASIC LETTER CONTRACTS ☒AMENDMENTS TO LETTER CONTRACTS ☐

REPORTING ACTIVITY: BSRAB

	LETTER CONTRACTS WRITTEN			
	PRIOR TO CURRENT FISCAL YEAR		DURING CURRENT FISCAL YEAR	
	NO. OF LETTER CONTRACTS	AUTHORIZED DOLLAR AMOUNT ON LETTER CONTRACTS	NO. OF LETTER CONTRACTS	AUTHORIZED DOLLAR AMOUNT ON LETTER CONTRACTS
1. LETTER CONTRACTS ON HAND AT END OF PREVIOUS MONTH				
A. CATEGORY A			1	327,530
B. CATEGORY B	2	1,925,000	1	1,550,000
2. NEW LETTER CONTRACTS ISSUED AND NET MONETARY CHANGES DURING MONTH				
A. CATEGORY A			1	100,000
B. CATEGORY B				
3. LETTER CONTRACTS SUPERSEDED BY DEFINITIVE CONTRACTS OR TERMINATED DURING MONTH				
A. CATEGORY A	1	1,100,000		550,000
B. CATEGORY B				
4. LETTER CONTRACTS ON HAND AT END OF CURRENT MONTH				
A. CATEGORY A	1	825,000	1	327,530
B. CATEGORY B			2	1,100,000
5. AGE OF LETTER CONTRACTS ON HAND AT END OF CURRENT MONTH				
A. UNDER 6 MONTHS OLD			2	427,530
B. 6 TO 12 MONTHS OLD	1	825,000	1	1,000,000
C. 12 TO 18 MONTHS OLD				
D. OVER 18 MONTHS OLD				
6. ESTIMATE OF TIME REQUIRED (FROM DATE OF THIS REPORT) FOR DEFINITIZATION OF LETTER CONTRACTS ON HAND				
A. WITHIN 1 MONTH	1	825,000	1	1,000,000
B. 1 TO 2 MONTHS			1	100,000
C. 2 TO 3 MONTHS				
D. 3 TO 6 MONTHS			1	327,530
E. 6 TO 12 MONTHS				
F. OVER 12 MONTHS				
7. GRAND TOTAL OF ALL LETTER CONTRACTS ON HAND AT END OF MONTH			4	2,252,530
				TOTAL OF ITEM 4

SECTION III - THE CRAM SYSTEM REPORTS

PART 14 - MONTHLY REPORT OF LETTER CONTRACTS

3-1400 PURPOSE

The Monthly Report of Letter Contracts, illustrated in Figure 3-12, is an analysis and summarization of the "Detail Analysis of Outstanding Letter Contracts" report (Section III, Part 7), which satisfies the reporting requirements of AFPI 57-400 "Monthly Report of Letter Contracts" RCS: AFSC-N28. In addition, this report satisfies internal procurement management's requirement for a summary letter contract status report.

3-1401 CONTENT

A Monthly Report of Letter Contracts is prepared for each procurement section, and it is consolidated at each succeeding higher echelon of management. Separate analyses are made: (1) of basic letter contracts and those amendments which do not effect new procurements; and (2) for letter contracts designated supplemental agreements and amendments effecting new procurements. The report provides a numerical analysis of the number of letter contracts in process or definitized during the current reporting period, together with a summarization of the obligated dollars associated with each category. In addition, the undefinitized letter contracts are aged from their effective date to the as-of date of the report, and a forecast made of their expected definitization.

3-1402 USE

The Monthly Report of Letter Contracts conforms with AFPI 57-400 requirements and is the basis for reporting status to higher headquarters. It also serves as a summary internal status management report at Branch and Directorate levels.

3-1403

DISTRIBUTION

The Monthly Report of Letter Contracts is distributed monthly to the Deputy Commander for Technical Development, Directorate and Branch management, and the Contract Service Section of the Procurement and Production Office.

HISTORICAL MONTHLY STATUS

OFFICE SYMBOL: 85RAB

ISSUED AS OF: 1 MAR 61

TYPE OF INSTRUMENT	JAN.					FEB.					MAR.					APRIL					MAY					JUNE				
	A	B	C	D	E	A	B	C	D	E	A	B	C	D	E	A	B	C	D	E	A	B	C	D	E	A	B	C	D	E
AM	50	46	20	45	49	49	54	18	50	45	45	43	23	45	47	47	47	19	43	43	43	47	20	50	46	46	46	21	50	50
CN	75	75	3	70	70	70	65	4	65	70	70	65	4	65	70	70	68	5	75	77	77	77	4	70	70	70	70	3	65	70
CO	40	40	8	42	42	42	45	9	49	46	46	45	8	49	50	50	52	7	48	46	46	45	6	45	46	46	45	8	49	50
DC	29	4	126	1	26	26	2	134	4	28	28	3	130	2	27	27	1	125	3	29	29	4	136	1	26	26	2	126	4	28
LC	60	56	19	45	49	49	49	23	50	50	50	48	20	49	51	51	50	18	49	50	50	46	25	45	49	49	24	50	50	
SA	88	78	45	50	60	60	59	46	65	66	66	68	45	65	63	63	60	43	68	71	71	69	45	72	74	74	44	68	70	

LEGEND:

A. NR. ON HAND BEG. OF MONTH
B. NR. COMPLETED DURING MONTH

C. AVERAGE ELAPSED TIME
D. NR. INITIATED DURING MONTH
E. NR. ON HAND AT END OF MONTH

Figure 3-13

SECTION III - THE CRAM SYSTEM REPORTS

PART 15 - HISTORICAL MONTHLY STATUS REPORT

3-1500 PURPOSE

The Historical Monthly Status Report, illustrated in Figure 3-13, is a combined workload and progress report of procurement actions. It enables the making of comparative analyses between prior months' actions and organizational volume and performance.

3-1501 CONTENT

The Historical Monthly Status Report is prepared for the procurement section and is consolidated at the succeeding higher echelons of management. The report summarizes the month's procurement actions in terms of volume for each type of contractual instrument, and it analyzes the actual average elapsed time necessary for their processing. Prior month's analyses are presented for comparison and analyses of workload. Comparison of the individual reports for Sections, Branches, etc. permits an analysis of performance. The report indicates possible problem areas through analysis of the trends in actual average elapsed time for processing and the volume of documents processed. More detailed definition of the problem is accomplished by reference to other CRAM reports.

3-1502 USE

The Historical Monthly Status is a management analysis report providing a summarization of the volume of contractual documentation processed, the average time necessary to accomplish any one type of document, and a comparison with prior months' actions, by Section, Branch, etc. Management is provided with an overall view of procurement workload and performance, which indicates trends and problem areas as related to volume.

3-1503 DISTRIBUTION

The Historical Monthly Status Report is distributed monthly to the Deputy Commander for Technical Development and Directorate and Branch management.

INSTRUMENT MANAGEMENT DATA

OFFICE SYMBOL: BSRAB

AS OF DATE: 07-31-62

MONTH AND YEAR	GENERAL STATUS OF OUTSTANDING CCN'S							STATUS OF OUTSTANDING CCN'S							WRITTEN AGAINST LETTER CONTRACTS		LETTER CONTRACT STATUS						MONTH AND YEAR	
	BALANCE ON HAND BEGINNING OF MONTH	ISSUED DURING MONTH	DEFINITIZED OR CAN- CELED DURING MONTH	BALANCE ON HAND END OF MONTH	CCN'S DVER 6 MONTHS DLD	% DVER 6 MONTHS DLD	CCN'S DVER 5 & UNDER 6 MONTHS DLD	ACD EASTERN REGION	ACD CENTRAL REGION	ACD WESTERN REGION	% DVER 4 MONTHS EASTERN REGION	% DVER 4 MONTHS CENTRAL REGION	% DVER 4 MONTHS WESTERN REGION	CCN COST PROPOSALS RECEIVED TO DATE	CCN COST PROPOSALS RECEIVED DVER 2 MONTHS AGO	CCN'S OUTSTANDING AGAINST LETTER CONTRACTS	CCN'S COST PROPOSALS RECEIVED DVER 2 MONTHS AGO	BALANCE ON HAND BEGINNING OF MONTH	ISSUED DURING MONTH	DEFINITIZED OR CAN- CELED DURING MONTH	BALANCE ON HAND END OF MONTH	LETTER CONTRACTS OVER 6 MONTHS DLD		% DVER 6 MONTHS OLD
1962																								
JAN	26	3	2	27	8	29.6	2	1	1	2			50.0	1	1	22	8	5	2	1	6	2	33.3	1962
FEB	27	5	8	24	10	41.7		2	2			50.0	2		3	19	3	6		4	2	50.0	JAN	
MAR	24	6	4	26	4	15.4	7	2	2	1		50.0	1	1	4	20	4	4	1	4	2	50.0	FEB	
APR	26	4	3	27	11	40.7	1	2				50.0	1	1	7	24	7	4	1	4	1	25.0	MAR	
MAY	27	3		30	5	16.7		1	1	1			2	1	8	25	8	3	2	5	1	20.00	APR	
JUN	30	4	4	30	2	6.7	2		1	2			5	2	3	22	3	5	1	5				JUN
JUL	30	6	9	27	4	14.8	1	2	1	1		50.0			5	24	5	5		3	1	33.3	JUL	
AUG																								AUG
SEP																								SEP
OCT																								OCT
NOV																								NOV
DEC																								DEC
1963																								1963
JAN																								JAN
FEB																								FEB
MAR																								MAR
APR																								APR
MAY																								MAY
JUN																								JUN

SECTION III - THE CRAM SYSTEM REPORTS

PART 16 - INSTRUMENT MANAGEMENT DATA REPORT

3-1600 PURPOSE

The Instrument Management Data Report, illustrated in Figure 3-14, is a cumulative historical report for management, summarizing the current procurement status of contract change notifications and letter contracts. It provides for a comparative analysis of previous months' actions. It is an indicator leading to an analysis of the more detailed CRAM System reports in those areas which require explanation.

3-1601 CONTENT

The Instrument Management Data Report is prepared at the Directorate level of Management. Management control data is reported as selected from the "Recapitulation Status of Outstanding Contract Change Notification" RCS: AFSC-N70 (Section III, Part 13) and the "Monthly Report of Letter Contracts" RCS: AFSC-N28 (Section III, Part 14). A numerical Analysis is made, summarizing the in-process progress in accomplishing the required documentation and indicating the workload trend. Indicative analyses are provided for by reporting comparable data for previous months' actions and developing the percentages of over age documents to the total volume.

3-1602 USE

The Instrument Management Data is a management status and analysis report. It indicates major problem areas and workload trends which may call for more detailed explanation. It consolidates the information contained in the detailed reports and permits management to review them in summary fashion without having to consider each one individually.

3-1603 DISTRIBUTION

The Instrument Management Data Report is distributed monthly to Division, Directorate, and Branch management.

ISSUED AS OF: 30 JUNE 61

EVENT NUMBER	EVENT DESCRIPTION	GRAM EXPECTED ELAPSED TIME	JAN		FEB		MAR		APRIL		MAY		JUNE	
			NO.	AVER.	NO.	AVER.	NO.	AVER.	NO.	AVER.	NO.	AVER.	NO.	AVER.
2	DET CONT ACT - SOURCE	1	12	2	10	1	10	3	9	1	8	1	6	2
10	PROC DOCUMENTATION	4	7	4	9	5	10	4	14	3	10	5	9	4
20	ADMIN COMMIT DOC	2	8	2	7	3	10	2	12	2	9	2	10	2
22	ASSEM CONT INST FILE	1	8	1	8	1	10	1	13	1	10	1	9	1
23	WRITE CONT INST	2	8	2	7	4	9	3	12	2	10	3	8	4
24	JAG REVIEW	1	9	1	7	2	11	1	10	2	9	1	9	1
26	B/O ACTION	1	10	1	9	2	10	1	10	1	8	2	12	1
27	OBTAIN CONT SIGN.	10	8	13	6	9	9	10	8	12	9	10	10	8
31	DISTRIBUTION	3	9	3	8	2	8	3	10	2	11	2	9	3

NO. = THE NUMBER OF TIMES THE EVENT HAS BEEN COMPLETED FOR ALL INSTRUMENTS OF THE SAME KIND.

AVER. = THE AVERAGE ACTUAL ELAPSED TIME TAKEN TO COMPLETE THE EVENT FOR ANY ONE INSTRUMENT.

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Figure 3-15

SECTION III - THE CRAM SYSTEM REPORTS

PART 17 - AVERAGE ELAPSED TIME FOR EVENT COMPLETION REPORT

3-1700 PURPOSE

The Average Elapsed Time for Event Completion Report, illustrated in Figure 3-15, is an historical analysis of the average actual elapsed time consumed in the accomplishment of each procurement action as it relates to a specific kind of document. It provides a tool for the evaluation of the CRAM System expected elapsed times as applied in scheduling and forecasting of procurement actions.

3-1701 CONTENT

The Average Elapsed Time for Event Completion Report is prepared for each group of actions (Procurement Paths, Paragraph 2-101) necessary to accomplish each kind of instrument initiated by a buying office. A description of the action as it relates to a given kind of instrument is provided, together with its CRAM Event Number and the CRAM System expected elapsed time for its accomplishment. Each type of action is analyzed to determine the number of times it was reported accomplished during the month for all instruments in process of the same kind, and the average actual elapsed time for completion is computed. Prior months' analyses are reported for comparison.

3-1701.1 The average actual elapsed time for the completion of an action is calculated by determining the difference in days between the date of completion of the immediate, non-current, predecessor activity and the date of completion of the action being analyzed. Each time the action is reported as complete, the actual elapsed time is calculated and accumulated by kind of instrument and path. An average is determined by dividing the total accumulated time by the number of times the action was accomplished.

3-1702 USE

The Average Elapsed Time for Event Completion Report is a tool for the analysis and evaluation of the CRAM System expected elapsed times. In addition, this report indicates to management possible problem areas or areas in which improvements could be made.

3-1703 DISTRIBUTION

This report is distributed monthly to Directorates and Branch management.

SECTION III - THE CRAM SYSTEM REPORTS

PART 18 - THE NON-RECURRING ANALYSIS REPORT

3-1800 RESERVED for description of the Non-Recurring Analysis Report which will contain information not otherwise available from the previously defined CRAM System reports. It will provide the basic data that can be readily analyzed, segregated, and transcribed by procurement personnel for the manual preparation of specialized one-time reporting requirements.

UNCLASSIFIED	described. CRAM reporting features are defined as to purpose, content and use together with illustrations.
UNCLASSIFIED	UNCLASSIFIED

UNCLASSIFIED	described. CRAM reporting features are defined as to purpose, content and use together with illustrations.
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<p>Aerospace Corporation, El Segundo, California. CONTRACTUAL REQUIREMENTS RECORDING, MANAGEMENT, AND ANALYSIS (GRAM), by the Management Systems Development Office, July 1962. [] p. incl. illus. (Report TDR-169(3451)TR-1) (Contract AF 04(695)-69) Unclassified report</p> <p>An automated procurement activity management information system, "Contractual Requirements Recording, Analysis, and Management" (GRAM), has been designed to improve the planning and control of procurement activities and to appreciably reduce the workload in the individual contracting offices. GRAM is designed for uniform application within all procurement areas of the Ballistic Systems and Space Systems Divisions. The application of the GRAM system to the operation of the procurement cycle as it pertains to specific kinds of contractual instruments is (over)</p>	UNCLASSIFIED
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